PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC_	FORM VERIFIER LINE # 1	INITIALS JH	JOB NUMBER-COMPLETE

JOB NUMBER-COMPLETE: 101 108156

START DATE	START DAY
1/18/24	Thursday

STOP DATE	END DAY
1/18/24	Thursday

JOB NAME: Ascend

JOB ADDRESS: 100 LakesideDr Unit 1618 / St Charles IL

CREW SHEET#
LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE

END - 11824 - 176

SAFETY TOPIC: PPE

TOOL BOX TRAINING COMPLETED? ☐ ☐

LOSS CAUSE / CODE

LOSS CAUSE	CODE
☐ FIRE	L00
☐ WATER/FLOOD	L01
☐ WIND	L02
☐ MOLD	L03
☐ EARTHQUAKE	L04
☐ Hazmat	L05
☐	L06

LOCATION
Travel
Onsite

WEATHER
| ☐ HUMID |
| ☐ TEMP 0 |
| ☐ SNOW |
| ☐ RAIN |
| ☐ WINDY |
| ☐ |
| ☐ |

JOB STATUS
New ☐	RETURN
Ongoing ☐	Date -
Comp ☐	Time -
Hold ☐	(explain why in description)
Other ☐	
Contact:	
Lockbox / Other Code:	

CODE / VEHICLE NAME (TABLE)
CODE	VEHICLE NAME (TABLE)
529	PICKUP, SUV OR CAR
530	VAN, PASSENGER/CARGO
518	TRUCK-MOVING/BOX/BOARD UP
523	TRUCK, 3/4 TON PICKUP
527	TRUCK, 1 TON 4X4 W/LIFTGATE
453	TRUCK, EXTRACTION
N/A	NO VEHICLE

FOR RENTAL CARS: FILL IN VEHICLE CODE AND CHECK BOX

#	OFFICE	ID#	PERSONNEL NAME (PRINT FIRST THEN LAST NAME)	RATE CLASS	24 HOUR START TIME	LUNCH START TIME / STOP TIME	24 HOUR STOP TIME	TOTAL HOURS / CONFIRM HOURS BY PERSON / BY OTHER	LOCATION CODE	PHASE CODE	HOURS BY PHASE	SMALL TOOLS	PPE	PRP – FIT TEST	PFP – HARNESS	PER DIEM	HOTEL NAME CODE	HOTEL ROOM #	SHARE ROOM	VEHICLE CODE / RENTAL	SIGNATURE-END OF SHIFT
1	1011	1632176	Jordan Hankey		1115	1200 / 1230	2215	10.50	L00 / L01	TVL / HAZ	5.75 / 4.75	N	N	N	N	N	Na	Na	N	530 ☐RENTAL	VERIFIER JH
2	1011	707	Sebastian florez		1115	1200 / 1230	1900	7.25	L00	DMO	7.25	N	N	N	N	N	Na	Na	N	N/A ☐RENTAL	VERIFIER JH
3	1011	707	Roberto vazquez		1115	1200 / 1230	1900	7.25	L00	DMO	7.25	N	N	N	N	N	Na	Na	N	N/A ☐RENTAL	VERIFIER JH
4												N	N	N	N	N			N	☐RENTAL	VERIFIER
5												N	N	N	N	N			N	☐RENTAL	VERIFIER
6												N	N	N	N	N			N	☐RENTAL	VERIFIER
7												N	N	N	N	N			N	☐RENTAL	VERIFIER
8												N	N	N	N	N			N	☐RENTAL	VERIFIER
9												N	N	N	N	N			N	☐RENTAL	VERIFIER
10												N	N	N	N	N			N	☐RENTAL	VERIFIER
11												N	N	N	N	N			N	☐RENTAL	VERIFIER
12												N	N	N	N	N			N	☐RENTAL	VERIFIER
13												N	N	N	N	N			N	☐RENTAL	VERIFIER
14												N	N	N	N	N			N	☐RENTAL	VERIFIER

RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW

↑VERIFY TOTAL HRS   ↑VERIFY TOTAL HRS   VERIFICATION OF PTS DATA   APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED

STEP 1-PRINT APPROVER NAME	STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? ☐ ☐ IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM	STEP 3-TOTAL HRS	THESE TWO TOTALS SHOULD MATCH	STEP 4-PHASE HRS	STEP 5 - DOES THE PTS COVER:	STEP 6-APPROVER SIGNATURE
Jordan Hankey		25	←→	25	☐WHO ☐WHERE ☐WHEN / WORK DESC: ☐WHAT ☐WHERE ☐WHY ☐HOW	*Jordan Hankey*

WORK DESCRIPTION: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED

Met with labor. Loaded truck with supplies. Left to job. Arrived at job and acquired keys to unit from clubhouse. Put on PPE and gathered needed supplies. Entered unit and began constructing boxes for waste. We continued picking up garbage in unit from where we left off. Once completed with garbage, we moved large furniture and removed carpet the was underneath and disposed of it in boxes. We then cleared out the contents in the refrigerator and disposed of it in boxes. We cleaned out the bathtub and wiped up some spots on the walls. We moved all of the waste generated to the truck. We are waiting on approval from management to begin removing contents that are holding the smell from the unit and disposing of them. Equipment was left running in the unit and the keys were returned to the office where I updated the manager on the progress of the job. Returned to shop and unloaded all of the waste and cleaned and disinfected the truck used to move the waste. I also disinfected all equipment that has been returned from the job.

FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES I CLUDED WITH THIS SHEET   ☐NONE   ☐ OF PAGE   ☐# OF PAGE 5   ☐RECIEPT TRACKING FORMS