PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC_		
FORM VERIFIER LINE # 2	INITIALS Jm	
START DATE 9/4/24	START DAY Wednesday	
STOP DATE 9/4/24	END DAY Wednesday	

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

USE - 90424 - 399

JOB NUMBER-COMPLETE 101101

JOB NAME Warehouse

JOB ADDRESS 1938 UniversityLn Lisle IL

SAFETY TOPIC Ppe

TOOL BOX TRAINING COMPLETED? ☐ ☐

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

LOCATION Shop

WEATHER
- ☐ HUMID
- ☐ TEMP 80
- ☐ 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 / STOP 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 (VERIFIER)
1	1011	707	Ruben Guerrero	1330	0 / 0		1500	1.50	L00	WTR	1.50	N	N	N	N	N	N/A	N/A	N	N/A ☐ RENTAL		Jm
2	1011	1723399	John meek									N	N	N	N	N	N/A	N/A	N	N/A ☐ RENTAL		Jm
3	1011	1632176	Jordan Hankey	700	1130 / 1200		1400	6.50	L00	WTR	6.50	N	N	N	N	N	N/A	N/A	N	N/A ☐ RENTAL		Jm
4												N	N	N	N	N			N	☐ RENTAL		
5												N	N	N	N	N			N	☐ RENTAL		
6												N	N	N	N	N			N	☐ RENTAL		
7												N	N	N	N	N			N	☐ RENTAL		
8												N	N	N	N	N			N	☐ RENTAL		
9												N	N	N	N	N			N	☐ RENTAL		
10												N	N	N	N	N			N	☐ RENTAL		
11												N	N	N	N	N			N	☐ RENTAL		
12												N	N	N	N	N			N	☐ RENTAL		
13												N	N	N	N	N			N	☐ RENTAL		
14												N	N	N	N	N			N	☐ RENTAL		

RESPONSIBILITY OF APPROVER: PLEASE COMPLETE ALL REQUESTS BELOW

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		8	←——→	8	☐WHO ☐WHERE ☐WHEN / WORK DESC: ☐WHAT ☐WHERE ☐WHY ☐HOW	Jordan Hankey

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

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

Cleaned shop

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 ☐

SIMPSON 052317