PERSONNEL TRACKING
SERVICE TYPE (RESTORATION)

BELFOR PROPERTY RESTORATION

PTS DOC # _ELECTRONIC_

FORM VERIFIER LINE #	1	INITIALS	Jm

JOB NUMBER-COMPLETE
101 108331

START DATE	START DAY
9/4/24	Wednesday

STOP DATE	END DAY
9/4/24	Wednesday

JOB NAME
Rivereast

JOB ADDRESS
512 N McClurg Ct
Chicago IL

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

AST - 90424 - 399

SAFETY TOPIC
Ppe

TOOL BOX TRAINING COMPLETED? ☐ ☐

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

LOCATION
Job site

WEATHER
- ☐ HUMID
- ☐ TEMP 81
- ☐ SNOW
- ☐ RAIN
- ☐ WINDY

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

CODE — VEHICLE NAME (TABLE)
Code	Vehicle
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 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	1723399	John meek	700	1200	1230	1400	6.50	L00	WTR	6.50	N	N	N	N	N	N/A	N/A	N	518 ☐RENTAL	Jm
2 / 1011	707	Juan gil	700	1200	1230	1400	6.50	L00	WTR	6.50	N	N	N	N	N	N/A	N/A	N	N/A ☐RENTAL	Jm
3 / 1011	707	Honoring castillo	700	1200	1230	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? ☐ ☐	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	IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES INCLUDING TOP SECTION OF FORM	19.5	⟷	19.5	☐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

Arrived at Belfor. Met with helpers. Loaded truck with equipment and materials. Drove to work location. Met with front desk and received key for unit. Gave helpers wrist bands and unloaded truck of equipment and materials. Brought all equipment and materials up to unit. Upon entry rebuild came in and said they would come back after we were done to finish up. Began by vacuuming all surfaces with a Hepa vacuum as well as vacuuming floors. After all surfaces and materials were vacuumed off of front entrance and hallway to the bathroom we vacuumed the floor. Ralph and the resident met us on site to put together and arrange furniture. Moved out bed and mattress before vacuuming and wiping down bed as well as vacuuming mattress off before placing onto bed. Ralph went through contents with homeowner. Vacuumed and wiped down ledges. Cleaned down windows and counters. Vacuumed and wiped down all furniture and surfaces. Took out extra materials and garbage down to the truck. Reset all furniture in place. Took and uploaded photos. Did paperwork.

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