

Grand Rapids Building Services, Inc.							Manager:				Joe Maher																												
5	Week Ending:	07.11.21				Daily Totals		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SAT		SUN		Hrs at Left		Grand Total															
	Exception Report must include data on any PR below B, insp below 90, employees requiring retraining, concerns raised on side by side training and development visits																																						
	Start Time				6:30am		7am		7am								10:30am		27.5		35.5																		
	Deduct Lunch/Breaks				0		0												Total Production		20																		
	End Time				4pm		3pm		3pm								12:30pm		Miles		54																		
	Total Shift Time				9.5		8		8								2		Total daily hours		9.5		8		8		2												
Before/After Shift																																							
Total daily hours				9.5		8		8								2																							
Number of pages		3		Travel % of TI		0%		TI Hrs		Travel		TI Hrs		Travel		TI Hrs		Travel		TI Hrs		Travel		TI Hrs		Travel		Work Hours		Travel Hrs									
								0		0		9.5		0		7		0		8		0		9		0		0		0		2		0		35.5		0	
TASK	LOCATION	WHO WERE YOU WITH?	Start Time	End Time	INSP GRADE	Q10 GRADE	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Totals	Total PR																								
HR Mtgs, Interviews														0	0																								
														0	%/Grand																								
														0	0%																								
Meetings Seminars & Classes	Location	Task												0	0																								
														0	%/Grand																								
														0	0%																								
														0	0%																								
Administration, Staffing, Payroll During the Shift	12@12		12pm	1pm				1						1																									
	meeting with team member	chris and brice	8am	9am				1						1	Spr Insp Total																								
	checkin with team		11:30am	12:30pm				1						1	3																								
														0																									
	payroll		8am	9am										0	% of Grand Total																								
														0																									
														0	8%																								
														0																									
Supply, Equipment, Repair, Warehouse	Location	Task												0	1																								
	warehouse/office							1						1	%/Grand																								
														0	3%																								
														0																									
Filling in for Production	Location	Task												0	20																								
	Brown		6:30am	8am				1.5						1.5																									
	Countryside		1pm	4pm				3						3	%/Grand																								

Grand Rapids Building Services, Inc.							Manager:		Joe Maher																														
5	Week Ending:	07.11.21				Daily Totals		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SAT		SUN		Hrs at Left		Grand Total															
	Exception Report must include data on any PR below B, insp below 90, employees requiring retraining, concerns raised on side by side training and development visits		Start Time				6:30am		7am		7am								10:30am		27.5		35.5																
			Deduct Lunch/ Breaks				0		0																														
			End Time				4pm		3pm		3pm								12:30pm		Total Production		20																
			Total Shift Time				9.5		8		8								2		Miles		54																
			Before/After Shift																																				
		Total daily hours				9.5		8		8								2																					
Number of pages	3	Travel % of TI				0%		TI Hrs		Travel		TI Hrs		Travel		TI Hrs		Travel		TI Hrs		Travel		Work Hours		Travel Hrs													
								0		0		9.5		0		7		0		8		0		9		0		0		0		2		0		35.5		0	
TASK	LOCATION		WHO WERE YOU WITH?		Start Time	End Time	INSP GRADE	Q10 GRADE	Mon		Tues		Wed		Thur		Fri		Sat		Sun		Totals		Total PR														
Production or filling in for Supervision	countryside				7am	10am					3												3		56%														
	Brown				12:30pm	3pm							2.5										2.5		% / Grand														
	Admin				7am	3pm							8										8		56%														
	Admin																				2		2																
Other Projects	Task/Project: moving equipment				12pm	1pm					1												1		2.5														
	Task/Project: walking marshall				10am	1130am							1.5										1.5																
	Task/Project:																						0																
	Task/Project:																						0																
	Task/Project:																						0																
	Task/Project:																						0																
	Task/Project:																						0																
	Task/Project:																						0																
	Task/Project:																						0																
Before or After Shift Work Hours (phone calls, 9pm clocks, last email check) Please record time accurately	Task		With whom?																				0		0%														
																							0																
																							0																
																							0																
																							0																
																							0																
																							0																
																							0																
																							0																
Travel and Mileage Information							Mon		Tues		Wed		Thur		Fri		Sat		Sun		Totals		Totals																
If using a company car or van, do not take mileage, only record time.							hrs		miles		hrs		miles		hrs		miles		hrs		miles		Hours		Miles														
																					0		0																

