



Grand Rapids Building Services, Inc.							Manager:		Joe Maher																	
5	Week Ending:	07.18.21				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	7am	6am						51.5	51.5									
								Deduct Lunch/ Breaks			PTO	PTO	PTO													
								End Time	3:30pm	4pm						Total Production	6									
								Total Shift Time								Miles	37									
								Before/After Shift																		
							Total daily hours	8.5	10	11	11	11														
Number of pages	3	Travel % of TI						TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	Work Hours	Travel Hrs					
							0%				8.5	0	10	0	11	0	11	0	11	0	0	0	0	0	51.5	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%											
														0												
Meetings Seminars & Classes	Location	Task												0												
	Office	L10	1:30pm	2:30pm			1							1	1.5											
	warehouse		2:30pm	3PM			0.5							0.5	%/Grand											
														0												
Administration, Staffing, Payroll During the Shift														0												
	staffing		2:30pm	3:30pm			1							1												
	staffing/1 on 1s		12pm	1pm			1							1	Spr Insp Total											
	jolene/walk west		2:30pm	4pm				1.5						1.5	5.5											
														0												
	payroll		10:00am	12:00pm			2							2												
														0	% of Grand Total											
														0												
Supply, Equipment, Repair, Warehouse	Location	Task												0	0											
														0	%/Grand											
														0	0%											
														0												
Filling in for Production	Location	Task												0	6											
	west	carpets	8am	10am				2						2												
	west	carpets	11am	3pm				4						4	%/Grand											



