



Grand Rapids Building Services, Inc.							Manager:		Joe Maher															
5	Week Ending:	07.04.21				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	6AM	7AM	7AM	6AM	6AM			44.5	44.5							
								Deduct Lunch/ Breaks	-0.5	-0.5	-0.5		-0.5											
								End Time	3PM	4PM	3:30PM	4PM	4PM			Total Production	40							
								Total Shift Time	9	9	8.5	10	10			Miles	36							
								Before/After Shift																
							Total daily hours	8.5	8.5	8	10	9.5												
Number of pages	3	Travel % of TI				0%		TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	Work Hours	Travel Hrs			
							8.5	0	8.5	0	8	0	10	0	9.5	0	0	0	0	0	0	0	44.5	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	1.5									
	Brown/Countryside	L10							1					1										
		12@12	12pm	12:30pm				0.5						0.5	%/Grand									
														0										
Administration, Staffing, Payroll During the Shift	Payroll, Reports,		10am	11am			1							1	Spr Insp Total									
														0										
														0	1									
														0										
														0	% of Grand Total									
														0										
														0	2%									
														0										
Supply, Equipment, Repair, Warehouse	Location	Task												0	2									
		move equipment	6am	7am			1							1										
		move equipment	6am	7am						1				1	%/Grand									
														0	4%									
Filling in for Production	Location	Task												0	40									
	Brown/Countryside		7am	3pm			6.5							6.5										
	Countryside/Brown		7am	4pm				8						8	%/Grand									

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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	8.5	0	8	0	10	0	9.5	0	0	0	0	0	44.5	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/Brown								7	9				16	90%									
	Countryside										9.5			9.5	%/Grand									
														0	90%									
Other Projects	Task/Project:													0	0									
	Task/Project:													0										
	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										
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	hrs	miles	Hours	Miles						
District wide									10						0	10								

