

Grand Rapids Building Services, Inc.							Manager:		Joe Maher														
5	Week Ending:	07.25.21				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	7am	6am	7am	7am			40	39							
							Deduct Lunch/Breaks																
							End Time	3pm	3pm	3pm	4pm	2pm			Total Production	15							
							Total Shift Time	8	8	9	9	7			Miles	65							
							Before/After Shift			-0.5		-0.5											
Total daily hours	8	8	8.5	9	6.5																		
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	0	8	0	8.5	0	9	0	6.5	0	0	0	0	0	0	40	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	8.5								
	12@12		12pm	12:30pm				0.5						0.5	%/Grand								
	wayland	retreat							8					8									
														0	22%								
Administration, Staffing, Payroll During the Shift	admin		7am	8am			1							1									
	admin		7am	8am				1						1	Spr Insp Total								
														0									
	admin		7am	8am						1				1	5								
	admin		7am	7:30am							0.5			0.5									
	Middlet school		10am	11:30am			1.5							1.5	% of Grand Total								
														0									
														0	13%								
Supply, Equipment, Repair, Warehouse	Location	Task												0	3								
	west	extractors/fans	8am	10am			2							2	%/Grand								
	equipment move	west/hs/nickels	8am	9am				1						1	8%								
														0									
Filling in for Production	Location	Task												0	15								
	west	carpets	9am	3pm				5.5						5.5									
	west	carpets	10am	2:30pm					3					3	%/Grand								

