

Grand Rapids Building Services, Inc.							Manager:		Joe Maher										
5	Week Ending:	08.15.21				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	6am	6am	6am	PTO		43.5	0			
								Deduct Lunch/Breaks		-0.5									
								End Time	3pm	3pm	4pm	12pm	PTO		Total Production	12			
								Total Shift Time	9	9	10	6	10		Miles	0			
								Before/After Shift											
							Total daily hours	9	8.5	10	6	10							
Number of pages	3	Travel % of TI				#DIV/0!		TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	TI Hrs	Travel	Work Hours	Travel Hrs
														0	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	#DIV/0!				
														0					
Meetings Seminars & Classes	Location	Task												0	0				
														0	%/Grand				
														0	#DIV/0!				
														0					
Administration, Staffing, Payroll During the Shift	admin		8am	9am			1							1					
	admin		6am	7am				1						1	Spr Insp Total				
	admin		12pm	2pm					2					2					
	admin		9am	7am						1				1	8				
	HS/MS/		9am	12pm						3				3					
														0	% of Grand Total				
														0					
														0	#DIV/0!				
Supply, Equipment, Repair, Warehouse	Location	Task												0	0				
														0	%/Grand				
														0	#DIV/0!				
														0					
Filling in for Production	Location	Task												0	12				
	HS		9am	12pm			3							3					
	HS		8am	12pm				4						4	%/Grand				

