

**Grand Rapids Building Services, Inc.**

Manager:

Name

**Timesheets and exception reports are due by 6:00 PM on Mondays**

Week Ending:	<b>12/5</b>	<b>Daily Totals</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SAT</b>	<b>SUN</b>	Hrs at Left	Grand Total
		Start Time	4:00 AM	4:00 AM	4:30 AM	5:00 AM	5:00 AM	7:00 AM		72	72
		Deduct Lunch/Breaks									
		End Time	7:00 PM	6:00 PM	4:00 PM	7:00 PM	12:00 PM	5:00 PM		Total Production	17
		Total Shift Time	15	13	12	14	8	10		Miles	137
		Before/After Shift	0	0	0	0	0	0	0		
		Total daily hours	15	13	12	14		10	0		

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

Number of pages	3	Travel % of Ttl			Ttl Hrs	Travel	Ttl Hrs	Ttl Hrs	Ttl Hrs	Travel	Ttl Hrs	Travel	Ttl Hrs	Travel	Ttl Hrs	Travel	Ttl Hrs	Travel	Work Hours	
		5%			9.5	0	4.5	0	6	0	7	0	3.5	0	1	3.65	0	0	31.5	3.65

TASK	LOCATION	WHO WERE YOU WITH?	Start Time	End Time	INSP GRADE	Q10 GRADE	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Totals	Total PR
Vacation															
Quality Assurance: Inspections & Audits														0	Total mgr insp  0
														0	
														0	
														0	
														0	
														0	
														0	
														0	
														0	
														0	
														0	0%
Customer Satisfaction, Q10's, KPI's, Customer Mtgs														0	0
														0	
														0	
														0	
														0	
														0	
														0	
														0	
														0	
														0	
														0	0%
Meetings	Location	Task												0	5.5
	admin	meet with becki, matt and nick	9:00 AM	12					3					3	%/Grand
	Zoom	12@12	12	1			1							1	8%
	Zoom	3@3	3	3:30 AM				0.5						0.5	
Zoom	Interview	11:00 AM	12:00 PM				1						1		
Meetings Seminars & Classes	Location	Task												0	0
														0	%/Grand
														0	
														0	0%



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Number of pages	3	Travel % of Ttl		Ttl Hrs	Travel	Ttl Hrs	Ttl Hrs	Ttl Hrs	Travel	Ttl Hrs	Travel	Ttl Hrs	Travel	Ttl Hrs	Travel	Ttl Hrs	Travel	Work Hours	
		5%		9.5	0	4.5	0	6	0	7	0	3.5	0	1	3.65	0	0	31.5	3.65

TASK	LOCATION	WHO WERE YOU WITH?	Start Time	End Time	INSP GRADE	Q10 GRADE	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Totals	Total PR	
After Shift Work Hours (phone calls, 9pm clocks, last email check) Please record time accurately														0	0%	
														0		
														0		Grand Total
														0		
														0		
														0		
														0		
														0		0

**Travel and Mileage Information**  
If using a company car or van, do not take mileage, only record time.

	Start Time	End Time	Mon		Tues		Wed		Thur		Fri		Sat		Sun		Totals		Totals	
			Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles
2158 Nandi hills trail, Swartz Creek	28400 Harwich Farmington MI	6:30AM-7:49AM												1.15	48			1.15	48	
28400 Harwich Farmington MI	34545 Old Timber Rd Farmington	7:49AM-1:50PM												0.25	14			0.25	14	
34534 Old Timber rd	3800 Timber Rd Farmington Hills	1:50-2:10Pm												0.25	15			0.25	15	
3800 Timber Rd Farmington	158 Nandi Hills Trail swartz Creek	3:00PM-5:00PM												2	60			2	60	
														0	0			0	0	
														0	0			0	0	
														0	0			0	0	
														0	0			0	0	
														0	0			0	0	
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														0	0			0	0	
														0	0			0	0	
														0	0			0	0	
														0	0			0	0	

**Travel, Mileage Never from or to home**