

NAME

Al Mitchell

MONTH / YR

April 2024

PROJECT		WORK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		TOTAL	DESCRIPTION / COMMENTS																
NO.	NAME	CODE	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T																			
								X	X						X	X						X	X					X	X					0.0																	
2009	Sooke Church Rd	CA		0.5	1.0	0.5		X	X	1.0					X	X						X	X		0.5	1.0			X	X				4.5	Occupancy documents + prep																
2009	Sooke Church Rd	CA	1.0	0.5	1.0	0.5		X	X		1.0			0.5	0.5	X	X	0.5			1.0	X	X	0.5	0.5	0.5		1.0	X	X				9.0	General Contract Admin																
2009	Sooke Church Rd	WD		1.0			1.0	X	X	1.0		1.0	1.5	1.0	X	X	1.0	1.0	1.0	1.0		X	X	0.5	0.5	0.5			X	X	1.0	1.0		14.0	Inquiries from Site / Construction																
2009	Sooke Church Rd	CA	1.0					X	X						X	X						X	X					X	X				1.0	Arch S/I's																	
2009	Sooke Church Rd	CA	1.0					X	X						X	X	0.5					X	X		0.5			X	X				2.0	RFI's																	
2009	Sooke Church Rd	CA						X	X			1.0			X	X						X	X					X	X				1.0	Site Reviews + reports																	
2009	Sooke Church Rd	CA							X							X									1.0					X			1.0	Site Meetings (virtual via Teams)																	
2009	Sooke Church Rd	CA						X	X		12.0				X	X						X	X					X	X				12.0	Site Meetings + Reviews (on site)																	
2009	Sooke Church Rd	CA						X	X						X	X						X	X			1.0		X	X				1.0	Shop drawings																	
2009	Sooke Church Rd	CA						X	X				1.0		X	X		1.0	1.0			X	X			1.0	1.0	X	X				5.0	Radon gas remediation issues																	
Subtotal			3.0	2.0	2.0	1.0	1.0			2.0	13.0	2.0	3.0	1.5			2.0	2.0	2.0	2.0				1.0	3.0	4.0	1.0	1.0			1.0	1.0	50.5																		
2017	Lynn Townhomes	CA				3.0		X	X						X	X						X	X					X	X				3.0	Site Visit - Contract Admin (Emery Lot 3)																	
2017	Lynn Townhomes	CA			1.0	1.0	1.0	X	X		2.0	2.0	1.0	X	X		1.0		2.0	1.0	1.0	X	X				1.0	X	X				14.0	General Contract Admin (Emery Lot 3)																	
								X	X						X	X						X	X					X	X				0.0																		
subtotal			6.0	4.0	5.0	6.0	3.0	0.0	0.0	4.0	26.0	6.0	8.0	4.0	0.0	0.0	5.0	4.0	6.0	5.0	1.0	0.0	0.0	2.0	6.0	8.0	2.0	3.0	0.0	0.0	2.0	2.0	0.0	118.0																	
STAT. HOLIDAY																																		0.0																	
ADMIN /GENERAL																																		0.0																	
PROMOTION																																		0.0																	
PROFESSIONAL DEVELOPMENT																																		0.0																	
PROFESSIONAL DEV - UNPAID																																																			
ILLNESS																																		0.0																	
VACATION																																		0.0																	
OTHER - Please specify																																		0.0																	
OTHER - Please specify																																		0.0																	
total			6.0	4.0	5.0	6.0	3.0	0.0	0.0	4.0	26.0	6.0	8.0	4.0	0.0	0.0	5.0	4.0	6.0	5.0	1.0	0.0	0.0	2.0	6.0	8.0	2.0	3.0	0.0	0.0	2.0	2.0	0.0	118.0																	
WORK CODES:																																																			
FEA		Feasibility Studies				WD		Working drawings				Enter no of paid days in square																																							
D		Pre-DP or schematic design / investigation				SPEC		Specifications																																											
RZ		Rezoning				TEND		Tendering				Flextime (Timeoff) this month																		Specify for each project above																					
DP		Development permit drawings				EXTR		Extra Services beyond contract - SEE EXTRA SERVICES FORM																																											
BP		Building permit drawings				CA		Construction administration / site services				Flextime (Timeoff) beginning of month																																							
																																Flextime (Timeoff) end of month																			