

NAME																																	MONTH / YR			
Al Mitchell																																	September 2019			
PROJECT																																				
NO.	NAME	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	
		CODE	S	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				
1507	Finnish House (Site)	ADM	X		2.0			X	X		2.0				X	X	1.0					X	X						X	X			5.0	Site Reviews + meetings		
1507	Finnish House - Admin.	ADM	X		1.0			X	X		1.0				3.0	X	X	1.0	5.0	5.0	4.0	3.0	X	X					X	X		1.0		24.0	Contract Admin.	
1306	Nelson Site	ADM	X					X	X							X	X						X	X						X	X			0.0	Site Reviews + meetings	
1306	Nelson - Admin	ADM	X					X	X							X	X						X	X			2.0	1.0	X	X		1.0		4.0	Contract Admin.	
1602	Aalto Site	ADM	X		2.0			X	X		2.0					X	X	3.0					X	X		3.0				X	X			10.0	Site Reviews + Meetings	
1602	Aalto - Admin	ADM	X		2.0			X	X		1.0	7.0	7.0	4.0	X	X	2.0	2.0	2.0	3.0	3.0	X	X	3.0	1.0	2.0			X	X				39.0	Contract Admin.	
1415	Cambria Park (Site)	ADM	X					X	X							X	X						X	X						X	X			0.0	Site Reviews + Meetings	
1110	Sikh Community Centre	D	X					X	X							X	X						X	X	1.0	3.0	3.0	5.0	2.0	X	X		1.0		15.0	meeting with Planner at City Hall
1601	Guild House (Site)	ADM	X					X	X							X	X						X	X						X	X			0.0	Site Meeting / Review	
1601	Guild House Admin	ADM	X					X	X							X	X						X	X						X	X			0.0	Contract Admin.	
0831	Khalsa Temple	ADM	X					X	X							X	X						X	X						X	X			0.0	Water Curtain site visit + details	
1705	Parker	BP	X					X	X							X	X						X	X						X	X			0.0		
			X					X	X							X	X						X	X						X	X			0.0		
subtotal			0.0	0.0	7.0	0.0	0.0	0.0	0.0	0.0	6.0	7.0	7.0	7.0	0.0	0.0	7.0	7.0	7.0	7.0	6.0	0.0	0.0	4.0	7.0	5.0	7.0	3.0	0.0	0.0	3.0	0.0	97.0			
STAT. HOLIDAY				7.5																														7.5		
ADMIN /GENERAL					0.5						0.5	0.5	0.5	0.5			0.5	0.5	0.5	0.5	0.5			0.5	0.5	0.5	0.5	0.5			0.5			8.0		
PROMOTION																																		0.0		
PROFESSIONAL DEVELOPMENT																												3.0						3.0		
PROFESSIONAL DEV - UNPAID																																				
ILLNESS					3.0	7.5	7.5			7.5																						2.0		27.5	heart issues	
VACATION																																		0.0		
OTHER - Please specify																												1.0						1.0	Friday afternoon presentations	
OTHER - Please specify										1.0															3.0							2.0		6.0	Doctor appointments	
total			0.0	7.5	7.5	3.0	7.5	7.5	0.0	0.0	8.5	6.5	7.5	7.5	7.5	0.0	0.0	7.5	7.5	7.5	7.5	6.5	0.0	0.0	7.5	7.5	5.5	7.5	7.5	0.0	0.0	7.5	0.0	150.0		
WORK CODES:																																				
D	Pre-DP or schematic design / investigation					ADM	Construction administration / site services															Enter no of paid days in square										21	157.5			
DP	DP Drawings					EXTR	Extra services beyond contract - SEE EXTRA SERVICE FORM																													
BP	Building permit					SPEC	Specification															Flextime (Timeoff) this month										-7.5 Specify for each project above				
WD	Working drawings					TEND	Tendering phase															Flextime (Timeoff) beginning of month										-6.0				
MOD	Model Making					CON	Construction phase - drawing details during construction and coordination of these that should have been done before tender															Flextime (Timeoff) end of month										-13.5				