

[illegible]

NAME

AI Mitchell

MONTH / YR

January 2024

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	31	TOTAL	DESCRIPTION / COMMENTS																		
		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	W																				
2017	Lynn Townhomes					3.0		X	X						X	X						X	X				3.0		X	X				6.0	Site Visit - Contract Admin (Emery Lot 3)																		
2009	Sooke Church Rd	EXTR						X	X						X	X						X	X						X	X				0.0	Amenity Nana Wall																		
2009	Sooke Church Rd	ADM - general		1.0	1.0	1.0		X	X					2.0	X	X	1.0		2.0	1.0	2.0	X	X	1.0	2.0	1.0		1.0	X	X		1.0	2.0	19.0	General Contract Admin																		
2009	Sooke Church Rd	BP / WD						X	X						X	X						X	X						X	X				0.0	BP / IFC Dwgs																		
2009	Sooke Church Rd	Arch S/I's						X	X						X	X						X	X						X	X				0.0	Arch S/I's																		
2009	Sooke Church Rd	RFI's						X	X						X	X						X	X						X	X				0.0	RFI's																		
2009	Sooke Church Rd	Site Reviews						X	X						X	X						X	X				2.0	X	X				2.0	Site Reviews + reports																			
2009	Sooke Church Rd	Site Meetings						X	X							X							X							X		1.0		1.0	Site Meetings (virtual via Teams)																		
2009	Sooke Church Rd	Site Meetings						X	X						X	X		12.0				X	X						X	X				12.0	Site Meetings + Reviews (on site)																		
2009	Sooke Church Rd	Shop Dwgs						X	X						X	X						X	X						X	X				0.0	Shop drawings																		
2017	Lynn Townhomes	ADM			2.0	2.0	3.0	X	X	3.0	3.0	1.0	3.0	2.0	X	X	3.0		2.0	1.0	2.0	X	X			2.0	1.0	1.0	X	X	1.0	2.0	34.0	General Contract Admin (Emery Lot 3)																			
subtotal			0.0	1.0	3.0	6.0	3.0	0.0	0.0	3.0	3.0	1.0	3.0	4.0	0.0	0.0	4.0	12.0	4.0	2.0	4.0	0.0	0.0	1.0	2.0	3.0	4.0	4.0	0.0	0.0	1.0	2.0	4.0	74.0																			
STAT. HOLIDAY																																		0.0																			
ADMIN /GENERAL																																		0.0																			
PROMOTION																																		0.0																			
PROFESSIONAL DEVELOPMENT																																		0.0																			
PROFESSIONAL DEV - UNPAID																																		0.0																			
ILLNESS																																		0.0																			
VACATION																																		0.0																			
OTHER - Please specify																																		0.0																			
OTHER - Please specify																																		0.0																			
total			0.0	1.0	3.0	6.0	3.0	0.0	0.0	3.0	3.0	1.0	3.0	4.0	0.0	0.0	4.0	12.0	4.0	2.0	4.0	0.0	0.0	1.0	2.0	3.0	4.0	4.0	0.0	0.0	1.0	2.0	4.0	74.0																			
WORK CODES:																																																					
D	Pre-DP or schematic design / investigator ADM	Construction administration / site services																					Enter no of paid days in square																														
DP	DP Drawings	EXTR	Extra services beyond contract - SEE EXTRA SERVICE FORM																																																		
BP	Building permit	SPEC	Specification																														Flextime (Timeoff) this month										Specify for each project above										
WD	Working drawings	TEND	Tendering phase																																																		
MOD	Model Making	CON	Construction phase - drawing details during construction and coordination of these that should have been done before tender																														Flextime (Timeoff) beginning of month																				
																																		Flextime (Timeoff) end of month																			

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