NAME Al Mitchell **MONTH / YR** May 2024

PROJECT NO.	NAME	WORK CODE	1 W	2 T	3 F	4 S	5 S	6 M	7 T	8 W	9 T	10 F	11 S	12 S	13 M	14 T	15 W	16 T	17 F	18 S	19 S	20 M	21 T	22 W	23 T	24 F	25 S	26 S	27 M	28 T	29 W	30 T	31 F	TOTAL	DESCRIPTION / COMMENTS
						X	X						X	X						X	X						X	X						0.0	
2009	Sooke Church Rd	CA				X	X						X	X						X	X		0.5				X	X						0.5	Occupancy documents + prep
2009	Sooke Church Rd	CA	0.5	0.5	1.0	X	X	0.5	1.0				X	X	0.5		0.5	0.5		X	X		0.5		0.5		X	X	0.5	0.5	0.5			7.5	General Contract Admin
2009	Sooke Church Rd	WD	0.5			X	X						X	X			0.5	0.5		X	X			1.0	1.0	1.5	X	X	1.5	1.0	1.0		1.0	9.5	Inquiries from Site
2009	Sooke Church Rd	CA				X	X						X	X						X	X						X	X						0.0	Arch S/I's
2009	Sooke Church Rd	CA		0.5		X	X	0.5					X	X	0.5					X	X			1.0			X	X		0.5	0.5			3.5	RFI's
2009	Sooke Church Rd	CA				X	X						X	X						X	X					0.5	X	X						0.5	Site Reviews + reports
2009	Sooke Church Rd	CA					X		2.0					X							X							X						2.0	Site Meetings (virtual via Teams)
2009	Sooke Church Rd	CA				X	X						X	X						X	X		13.0	2.0			X	X						15.0	Site Meetings + Reviews (on site)
2009	Sooke Church Rd	CA				X	X						X	X						X	X				0.5		X	X						0.5	Shop drawings
2009	Sooke Church Rd	CA				X	X						X	X						X	X						X	X						0.0	Radon gas remediation
	SUBTOTAL		1.0	1.0	1.0			1.0	3.0						1.0	0.0	1.0	1.0	0.0				13.5	4.0	2.0	2.0			2.0	2.0	2.0		1.0	38.5	
2017	Lynn Townhomes	CA				X	X						X	X						X	X						X	X				3.0		3.0	Site Visit - Contract Admin (Emery Lot 3)
2017	Lynn Townhomes	CA				X	X						X	X	2.0		2.0		2.0	X	X						X	X	1.0			1.0		8.0	General Contract Admin (Emery Lot 3)
						X	X						X	X						X	X						X	X						0.0	
	subtotal		2.0	2.0	2.0	0.0	0.0	2.0	6.0	0.0	0.0	0.0	0.0	0.0	4.0	0.0	4.0	2.0	2.0	0.0	0.0	0.0	27.5	8.0	4.0	4.0	0.0	0.0	5.0	4.0	4.0	4.0	2.0	88.5	
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			2.0	2.0	2.0	0.0	0.0	2.0	6.0	0.0	0.0	0.0	0.0	0.0	4.0	0.0	4.0	2.0	2.0	0.0	0.0	0.0	27.5	8.0	4.0	4.0	0.0	0.0	5.0	4.0	4.0	4.0	2.0	88.5	

WORK CODES:

FEA	Feasibility Studies	WD	Working drawings
D	Pre-DP or schematic design / investigation	SPEC	Specifications
RZ	Rezoning	TEND	Tendering
DP	Development permit drawings	EXTR	Extra Services beyond contract - SEE EXTRA SERVICES FORM
BP	Building permit drawings	CA	Construction administration / site services

Enter no of paid days in square

Flextime (Timeoff) this month — Specify for each project above

Flextime (Timeoff) beginning of month

Flextime (Timeoff) end of month