



## **RE: TIME RECORDING IN T-SHEETS**

### **General notes**

- Employees should clock into T-sheets only when they are onsite, and about to begin work.
- Time should be allocated to service items in a minimum of 30-minute intervals. (example – if 30 minutes of time is spent on a specific service item then it needs be recorded separately)
- If a number of service items are completed in a 30 minute time period then time should be allocated based on best estimates, or allocated to one service item if the majority of time was spent on a particular service item.
- When an employee moves from one site to another site, travel time should be allocated to the arrival site and the service item he is to perform.
- When employees travel to a supplier (i.e. Home Depot) their time should be allocated to the site for which the goods are being purchased, and service code in which they have been asked to perform (regardless if the item purchased is not for that service item)
- Employees are encouraged to include notes to better describe work performed (example - service code TRIM – notes may read toilet paper or mirror installation, etc.)
- Time reporting errors should be reported to accounting with 24 hours.
- Employee vacation time/sick time should not be reported in T-Sheets.

### **Service Items**

**Remediation** – Asbestos removal /Mold removal

**Site Prep** - Start of project – exterior fence removed, temp heat installed, protect customers property (poly, aspenite) During the project re-installation of protection to customer property, cover newly installed floors.

**Demolition** - Removal of existing home components, including decks. tree and bush removal, travel time to city dump

**Excavation** - Hand digging piers, window wells, planon

**Foundation** - ICF, pour piers, parging, cut concrete for windows

## **Framing**

House framing, exterior decks/stairs, interior rail installation, garage steps, Tyvek, exterior post installation

## **Windows & Doors**

Installation & foam insulation

## **Siding/Brick**

Siding, brick repairs, strapping of exterior, exterior caulking

## **Facia / Soffit**

Facia/soffit installation, garage door flashing, aluminum work, eavestroughs

## **Roofing**

## **Heating**

Exhaust fans (kitchen, bath), hood fans, heat grates, thermostats

## **Plumbing**

Sump pits, shower doors, shower bases (including quartz)

## **Insulation**

## **Drywall**

Load drywall, boarding, taping

## **Kitchen**

Ikea kitchen, bath vanities

## **Ceramic**

Floors, walls, backsplash -ditira mat installation, plywood subfloors, running cable for heated floors

## **Flooring**

Hardwood, laminate, sand & screw, capping stairs

## **Trim**

Baseboards, casing, shelving, toilet paper holders, towel bars, mirrors

## **Painting**

Painting exterior posts, excludes touch-up painting

**Cleaning**

Cleaning time that cannot be directly related to one service item, otherwise time should be allocated to one particular service item (example if cleaning up during framing then the cleaning time will be allocated to framing)

**PDI**

Repairs required in preparation of and correction of PDI

**Supervision**

Scott Wammes, city inspection

**Fence / Landscaping**

Re-instate customer fence, interlock, etc.

**Training**

Formal training only

**Repairs/Warranty – NEWLY ADDED**

Service work after the job is complete