

CODE	PHASE	DESCRIPTION	OFFICE USE L & I CODE	CODE	JOB NAME	PHASE	M	T	W	T	F	S	S
C	ACT	Acoustic Ceiling Tile											
C	APP	Appliances - Remove & Replace											
C	CAB	Cabinetry	C										
P/S	CLN	Cleaning - Structural											
C	CNC	Concrete											
P/S	CON/CLN	Content Cleaning	R										
P/S	CON/MAN	Content Manipulation											
C	DMO	Demolition											
C	DOR	Doors	F										
C	DRY	Drywall - Patching - Insurance Only											
E	ELE	Electrical											
E/S	EQP	Equipment	P/S										
C	EXC	Excavation											
C	FEN	Fencing											
C	FNC	Finish Carpentry/Trimwork	P										
C	FNH	Finish Hardware											
C	FPL	Fireplaces											
F	FCC	Floor Covering - Carpet											
F	FCS	Floor Covering - Stone											
F	FCT	Floor Covering - Tile											
F	FCV	Floor Covering - Vinyl											
F	FCW	Floor Covering - Wood											
C	AFRM	Framing - Additions Only											
C	IFRM	Framing - Ins. Restoration & Remodel											
C	INS	Insulation - Patching											
P/S	PLA	Interior Lath & Plaster											
C	LSK	Landscaping											
E	LIT	Light Fixtures											
C	MAS	Masonry											
C	MSD	Mirrors/Shower Doors											
C	ORI	Ornamental Iron											
E/S	OVERHD	Overhead											
P/S	XPNT	Painting - Exterior Painting											
P/S	IPNT	Painting - Interior Painting											
C	PNL	Paneling & Wood Wall Finishes											
E/S	FEE	Permits & Fees											
P	PLM	Plumbing											
R	RFG	Roofing											
P	PSCF	Scaffolding - Painting											
C	SSCF	Scaffolding - Siding											
C	SDG	Siding, Patios & Awnings											
C	SFG	Soffit, Fascia & Gutter											
C	STR	Stairs											
C	TMP	Temporary Repairs											
F	TIL	Tile											
E/S	TRV	Travel											
P/S	WPR	Wallpaper											
C	WTR	Water Extraction Services											
C	WDA	Windows - Aluminum											
C	IWDR	Windows - Reglazing & Repair - Ins/RM											
C	WDS	Windows - Skylights											
C	WDP	Windows - Sliding Patio Doors											
C	WDT	Windows - Treatment											
C	WDV	Windows - Vinyl											
C	WDW	Windows - Wood											
<p>Week one totals:</p>													
<p>Week two totals:</p>													



WEEK 1 HRS	WEEK 2 HRS
Vacation Hrs	Holiday Hrs

Overhead hours must tie to a job and be recorded to a job phase that you are working on that day. This includes overhead time for meetings, reviews and other purposes. Carefully report all phases and hours accurately.