Name: ______________________

Employee Time Sheet

Capstone Construction

WEEK ENDING: 1 ____/____/ 20__ 2 ____/____/ 20__

CAPSTONE Co. CONSTRUCTION

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

	OFFICE USE L & I CODE
F	IFRM - 0516
J	JAN/CON - 6602
T	FCC/TIL - 0502
I	IFC - 0513
P	IPNT - 0521
N	XPNT - 0504
R	RFG - 0507
E	ELE - 0601
A	AFRM - 0510
C	CNC - 0217
X	EXC - 0101
S	SALES - 6303

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.

CODE	JOB NAME	PHASE	M	T	W	T	F	S	S
	Week one totals:								
	Week two totals:								