

DAILY UNIT WORKSHEET

Please use only 1 form per unit/per crew member

Property: _____ Unit: _____ Date: ___/___/___

Please check Rehab Unit or Make Ready Unit

Crew Member Name: _____ Total # of Hours Worked: _____

Check the boxes of ALL work performed today

FLOOR Installation <input type="checkbox"/> Kitchen <input type="checkbox"/> Living Room <input type="checkbox"/> Bathroom(s) <input type="checkbox"/> Bedroom(s) # of Hours _____	LIGHTING Installation <input type="checkbox"/> Kitchen <input type="checkbox"/> Living Room <input type="checkbox"/> Bathroom(s) <input type="checkbox"/> Bedroom(s) # of Hours _____	<input type="checkbox"/> TOILET <input type="checkbox"/> SHEETROCK/DRYWALL (Repair, Fix, Texture, Prep) <input type="checkbox"/> Painting (Prep, Cabinets, Walls) <input type="checkbox"/> DEMO/TEAR OUT (Carpet, Tile, Cabinets) <input type="checkbox"/> FAN <input type="checkbox"/> APPLIANCES CHANGED <input type="checkbox"/> DOORS (Hang, Paint Ect) <input type="checkbox"/> BATHROOM MIRROR (Hang) <input type="checkbox"/> MAKE READY # of Hours _____
CABINETS Installation <input type="checkbox"/> Kitchen <input type="checkbox"/> Living Room <input type="checkbox"/> Bathroom(s) # of Hours _____	CABINETS # of Cabinets Assembled _____ # of Hours _____	
GRANITE Installation <input type="checkbox"/> Kitchen <input type="checkbox"/> Living Room <input type="checkbox"/> Bathroom(s) <input type="checkbox"/> Fireplace # of Hours _____	SINK <input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom(s) # of Hours _____	
TUB/SHOWER # of Hours _____	PLUMBING <input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom(s)_ # of Hours _____	

Special project notes & Comments: _____

Is the Unit Complete? Yes No

English & Spanish Key

Floor: Piso	Demo/Tear Out: Demoler/Arrancer
Cabinets: Gabinete	Fan: Ventilador
Granite: Granito	Appliance Changed: Electrodo Mesticos
Tub/Shower: Tina/Ducha	Doors: Puertas
Lighting: Lamparas	Bathroom Mirror: Espejo de Bano
Cabinets: Armanios	Make Ready: Preparar
Sink: Lavamanos	Kitchen: Cocina
Plumbing: Plomeria	Living Room: Sala
Toilet: Inodoro	Bathroom: Bano
Sheetrock / Drywall: Sheetrok/Panel de Yeso	Bedroom: Habitacion
Painting: Pintura	

Email to timecards@medve.com