

Daily Activity Log - Guide (Updated 10/17/2024)

Day of week: **(select the day your shift started)**

Date: **(select the date your shift started)**

Employee First Name:

Employee Last Name:

Select Site Name: **(select the site that you worked at)**

Log Entries (EVERY HOUR of the shift should be entered)

Time:

- Enter the time you started your shift to the minute (press arrows up or down to select or enter the exact minutes), make sure it is the correct hour (between midnight to one minute before noon (11:59 AM) = AM or between noon (12:00 PM) to one minute before midnight (11:59 PM) = PM)

Activity:

- (state “**Start shift**”, state the person you relieved (Example: Relieved Security Guard (1st initial and last name) or
- State “**End shift**”, state the person that relieved you (Example: Security Guard (1st initial and last name) relieved me.
- If you’re at a site where there is no one that you relieve or relieves you, no need to add security guard name.
- State the activity you are conducting (Example: **Start foot patrol of** (indicate what areas are checked, include numbers, DETAILS-DETAILS- Example: Check floors (numbers), exit doors, stairwells, parking lot and any other area as directed.)
- Use Security Related Terms on employee portal.

Status: Other/Noted

- If nothing is found during the Foot Patrol state “**All is safe and secured**” or
- If something such as an open or unsecured door is found – state that information in this section in detail. Where is the door located, number of the door, etc. DETAILS-DETAILS.
- If an incident is brought to your attention or you come upon an incident (state that information in this section and state a brief description TITLE (example: “**Property Damage**” or “**Trespassing**”, etc.) and then state “**See incident report for further information**”). Go to the incident report document on the portal and complete an Incident Report and add photos to support the report.
- Use Security Related Terms when documenting on the **Daily Activity log** or **Incident Report**.

Submit Form – (click the icon to submit the log)