

Office name & Location: London 101 New Cavendish Street				Business Unit: Square		
EOW - Daily Report		Date: 24/01/2022		Security Specialist: Harris Ashraf		
Equipment Check:	Radio:	N/A	Laptop/iMac:	ACTIVE	Earpiece:	N/A
CCTV VMS System Status:	ACTIVE		Portals S2 System Status:	ACTIVE		
Daily Key Audit: <i>(List Outstanding Keys)</i>			Daily Badge Audit: <i>(List Outstanding Badges)</i>			
Person Name	Key Number		Person Name	Badge Number		
AIO	AIO		Boyuan	04		
Contractors/Vendors On-Site						
Contractor Name & Company	Time In	Access Request Checked		Special Access/Escort		Time Out
Bob- KCE Fm	1358	yes		no		1403
Any Incidents On-Site?	NO			Incident Report Ref No:	N/A	
Jira Tickets Raised:	NO					
Time	Occurrence/Issue/Task					
0744	Harris On duty					
0750	Logged in to Systems- gmail, s2, slack /cctv - Badge and keys audit completed					
0802	Patrol Completed- Milk delivery collected / all spaces, exit routes/ office checks carried out - AIO					
0900	Monitoring FOH / Systems - gmail, s2 netbox, slack / cctv					
0943	Royal mail delivery collected / scanned / notified tenants through the Envoy app system.					
1030	Monitoring FOH / Systems- s2, slack, gmail / cctv					
1145	PatrolL/checks carried out - AIO					
1300	Lunch Break					
1358	Bob from KCE fm on site for weekly toilet riser/lights checks					
1500	Monitoring FOH/ Systems- gmail, s2, slack / cctv					
1603	Patrol completed - AIO					
1630	Bi Weekly Trust/Safety Briefing					
1700	Off Duty					
Special Notes/Comments:		7 EMPLOYEES ON SITE TODAY				