



DAILY ACTIVITY REPORT

EMPLOYEE REPORT SAMPLE

EMPLOYEE NAME: LIVJEET KAUR

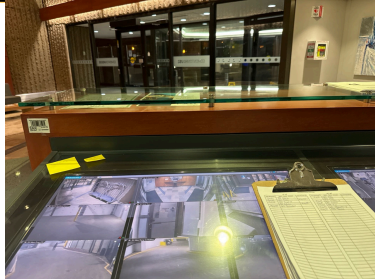
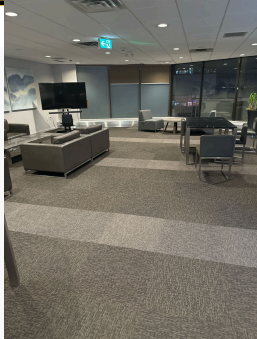
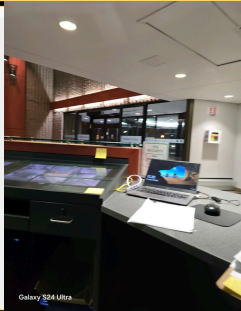

DATE: MAY 25,2024

SHIFT START TIME: 19:00

SHIFT END TIME:07:00

SHIFT START DATE: MAY 25,2024

SHIFT END DATE: MAY 26,2024

PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 26,2024 Time -1900-2000	On site. signed in. commenced desk duties and access control Provided access to #606 Nelson to his suite after verifying his ID	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 26,2024 Time -2000-2100	Did desk duties and access control. delivered package to #2308 Andini	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 26,2024 Time -2100-2200	Did desk duties and access control. Commissioners guard on site for break. Delivered package to #1910 Peter	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 26,2024 Time -2200-2300	Did amenities patrol. checked laundry room, Lounge and patio, pool, gym, server room, washrooms, yoga room, mail room, front drive, smoking area and vestibule. AAO.NTR Did Floor by floor patrol. Checked boiler room, elevator room. roof, stairwells and corridor from 34th floor to 3rd floor. Notes-elevator #2 stuck at 14th floor and lights burned out in 18th floor lobby	



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PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 26,2024

Time -2300-2359

Received a noise complaint against
#1406. For details read IR

PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 27,2024

Time -0000-0100

Did parkade patrol alongside with S/G
Sukhman. checked all doors from P1 to
P11, dumpster area, exterior, boiler
room, sprinkler room, water meter,
generator room



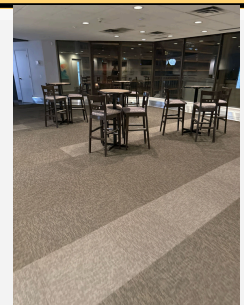
PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 27,2024

Time -0100-0200

Did amenities patrol. checked laundry
room, Lounge and patio, pool, gym,
server room, washrooms, yoga room,
mail room, front drive, smoking area
and vestibule. AAO.NTR



PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 27,2024

Time -0200-0300

Meal break



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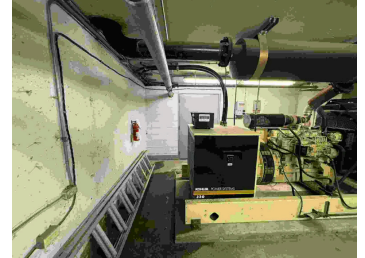
PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 27,2024

Time -0300-0400

Did parkade patrol alongside with S/G Sukhman. checked all doors from P1 to P11, dumpster area, exterior, boiler room, sprinkler room, water meter, generator room. P1 exterior cover on ceiling needed to be screwed.



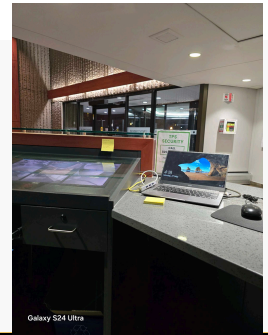
PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 27,2024

Time -0400-0500

Did desk duties and access control



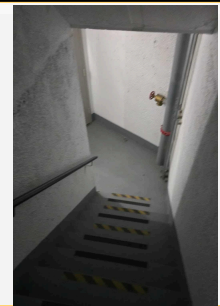
PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 27,2024

Time -0500-0600

Amenities patrol. AAO



PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 27,2024

Time -0600-0700

B/O Hillary on site. briefed him regarding my findings. signed out.

