



DAILY ACTIVITY REPORT

EMPLOYEE REPORT SAMPLE

EMPLOYEE NAME: LIVJEET KAUR

DATE: MAY 20,2024

SHIFT START TIME: 23:00

SHIFT END TIME:07:00

SHIFT START DATE: MAY 20,2024

SHIFT END DATE: MAY 21,2024

PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 20,2024

Time -2300-2359

Signed in. Got briefed and handover. Relieved S/G Pankaj. Did Amenities patrol. checked swimming pool area, gym, yoga room, exterior, server room, laundry room, lounge, front drive, main entrance door and smoking area. AAO.NTR Did parkade patrol alongside with S/G Harman. checked boiler room, sprinkler room, water meter , generator room , exterior, P1 to P11 and all doors.



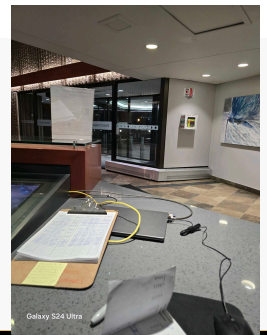
PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 20,2024

Time -0000-0100

Did desk duties and access control



PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 21,2024

Time -0100-0200

monitored 2 CM's in the
dumpster area. they left in a
while

PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 21,2024

Time -0200-0300

Did Amenities patrol. checked
server room, washrooms,
smoking area, front drive, gym,
yoga room, pool, lounge, patio,
and laundry room. AAO.NTR
Commissioners guard on site
for break





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Edmonton House

Date -May 21,2024

Time -0300-0400

meal break

PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 21,2024

Time -0400-0500

did access control and lobby
presence



PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 21,2024

Time -0500-0600

Did parkade patrol alongside with
S/G Harman. checked boiler
room, sprinkler room, water
meter , generator room , exterior,
P1 to P11 and all doors.



PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -May 21,2024

Time -0600-0700

Did desk duties signed out

