



DAILY ACTIVITY REPORT

EMPLOYEE NAME: LIVJEET KAUR

EMPLOYEE REPORT SAMPLE


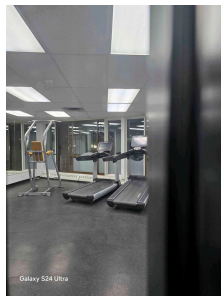
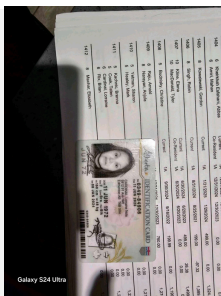
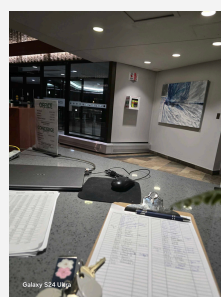
DATE: JUN 7,2024

SHIFT START TIME: 19:00

SHIFT END TIME:07:00

SHIFT START DATE: JUN 7,2024

SHIFT END DATE: JUN 8,2024

PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 7,2024 Time -1900-2000	Signed in. Commenced desk duties. Delivered a package to #1902. An aggressive non residents tried to tailgate. I stopped him. He appeared to be under the influence of drugs. He Verbally abused the writer. picture attached for reference	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 7,2024 Time -2000-2100	Did interior patrol. checked laundry room, Lounge, patio, washrooms, yoga room, exterior, vestibule, mail room, stairwells, gym/pool area. AAO.NTR Back at desk and Commenced desk duties	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 7,2024 Time -2100-2200	Did interior patrol. checked boiler room, stairwells, 34th floor to 3rd floor all corridors and stairwells. AAO.NTR back at Concierge desk and Commenced desk duties Provided access to #1411 after verifying Gov. ID.	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 7,2024 Time -2200-2300	Did desk duties and access control and CCTV Delivered package to #1501 Dawn's	



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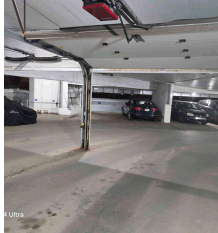
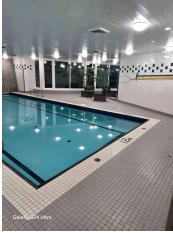


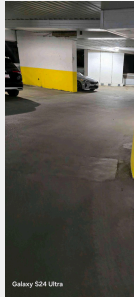
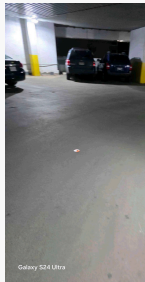
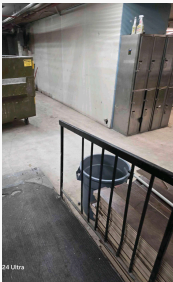
DATE: JUN 7,2024

SHIFT START TIME: 19:00

SHIFT END TIME:07:00

SHIFT START DATE: JUN 7,2024

SHIFT END DATE: JUN 8,2024

PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 7,2024 Time -2300-2359	Did parkade patrol. checked all door and emergency exits, garage area, sprinkler room and exterior. PARKADE DOORS LEFT OPEN. Did interior patrol. checked laundry room, Lounge, patio, washrooms, yoga room, exterior, vestibule, mail room, stairwells, gym/pool area. AAO.NTR Back at desk and Commenced desk duties	 
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 8,2024 Time -0000-0100	Commenced desk duties and access control and monitoring CCTV cameras Delivered 2 package to #3104 Thus	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 8,2024 Time -0100-0200	Commenced desk duties and access control and monitoring CCTV	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 8,2024 Time -0200-0300	Did parkade patrol. checked all door and emergency exits, garage area, sprinkler room and exterior. PARKADE DOORS LEFT OPEN and BURNT OUT LIGHT	  



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SHIFT START TIME:19:00

SHIFT END TIME:07:00

SHIFT START DATE: JUN 7,2024

SHIFT END DATE: JUN 8,2024

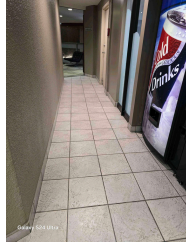
PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -Jun 8,2024

Time -0300-0400

Did interior patrol. checked laundry room, Lounge, patio, washrooms, yoga room, exterior, vestibule, mail room, stairwells, gym/pool area. AAO.NTR Back at desk and Commenced desk duties



PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -Jun 8,2024

Time -0400-0500

Meal Break

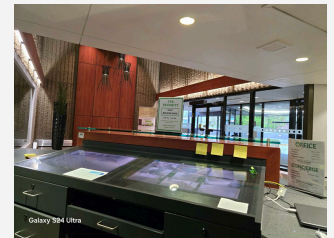
PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -Jun 8,2024

Time -0500-0600

Did desk duties and access control and monitoring CCTV cameras
Commissioners security guard on site for break



PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House

Date -Jun 8,2024

Time -0600-0700

Cleaner on site. Signed out.
left keys. Garage door wide open.

