



DAILY ACTIVITY REPORT

EMPLOYEE REPORT SAMPLE

EMPLOYEE NAME: LIVJEET KAUR


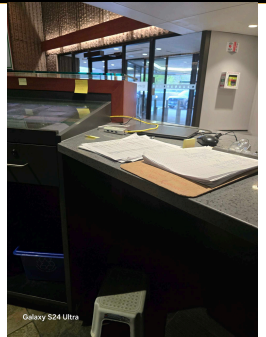
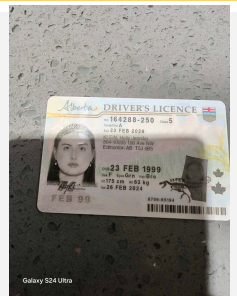

DATE: MAY 31,2024

SHIFT START TIME: 19:00

SHIFT END TIME:07:00

SHIFT START DATE: MAY 31,2024

SHIFT END DATE: JUN 1,2024

PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 31,2024 Time -1900-2000	on site. signed it. Relieved Concierge Grace. Nothing was to brief. commenced desk duties. #2608 guest wanted access to the suite. The ID didn't match and the writer refused to provide the access. The guest was upset. #506 Luc approached the writer at front desk and informed that he booked lounge for birthday party and there was no notice posted and the writer didn't get any briefing from the morning staff. I called on call number the attendant told me that this was not emergency issue. I should be calling her for emergency issues. I called Dan., CEO TPS and he didn't have any info. Later I called Dinika. on call Ada called me back and confirmed that the lounge was booked.	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 31,2024 Time -2000-2100	Patrol Name Edmonton House Interior Patrol Started At: 08:23 PM, Patrol Ended At: 08:30 PM Checked laundry room, Lounge and patio, washrooms, yoga room, exterior, main entrance, front drive, pool/ gym, mail room etc. AAO.NTR doing desk duties	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 31,2024 Time -2100-2200	Delivered 1 package to #2007 Moe delivered package to #804 #804 fob was non functional. provided access to her suite and verifying ID.	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 31,2024 Time -2200-2300	1911 non listed guest wanted access. the writer refused to provide access as the ID was not provided. Guest spoke to after hrs contact Ada and she refused as well. Delivered package to #1503 Did stairwells patrol from 34th to 3rd floor. Checked boiler room, stairwells and corridor. 18th floor lobby lights burned out.	



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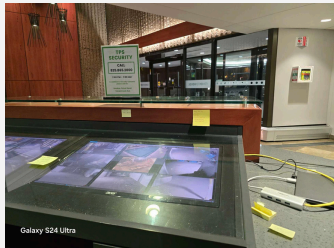
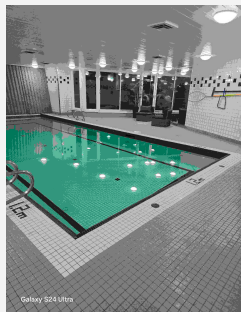
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PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 31,2024 Time -2300-2359	Patrol Name Edmonton House Interior Patrol Started At: 11:06 PM, Patrol Ended At: 11:14 PM Checked laundry room, Lounge and patio, washrooms, yoga room, exterior, main entrance, front drive, pool/ gym, mail room etc. AAO.NTR 1911 wanted access to the suite . They didn't have ID so i Refused to provide access. only Mary Delilah was on the owners list. the guest accused me for being rude as I refused to provide her access. I provided the guest after hrs phone number and told her that if they would approve it I could provide access. The guest was upset.	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 1,2024 Time -0000-0100	Patrol Name Edmonton House Parkade Patrol Started At: 00:31, Patrol Ended At: 00:58	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 1,2024 Time -0100-0200	Wrote Incident report and doing desk duties	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -Jun 1,2024 Time -0200-0300	Patrol Name Edmonton House Interior Patrol Started At: 02:01, Patrol Ended At: 02:13	



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SHIFT START DATE: MAY 31,2024

SHIFT END DATE: JUN 1,2024


PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House Date -Jun 1,2024 Time -0300-0400	Meal break	
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PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House Date -Jun 1,2024 Time -0400-0500	Doing desk duties and access control and monitoring CCTV	
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PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House Date -Jun 1,2024 Time -0500-0600	Patrol Name Edmonton House Parkade Patrol Started At: 05:09, Patrol Ended At: 05:28	
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PLACE/SPOT	DESCRIPTION	IMAGES
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Edmonton House Date -Jun 1,2024 Time -0600-0700	Signed out. cleaner on site. cleaner on site. left main office door unlocked	
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