

## DAILY ACTIVITY REPORT

EMPLOYEE REPORT SAMPLE

EMPLOYEE NAME: PANKAJ KUMAR

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** desk duties camera monitoring **Edmonton House** Date -May 25,2024 Time -1900-2000 PLACE/SPOT **DESCRIPTION IMAGES** interior patrolexterior watchcamera **Edmonton House** watch Date - May 25,2024 Time -2000-2100 PLACE/SPOT **DESCRIPTION IMAGES** camera monitoring exterior **Edmonton House** check parked patrol Date - May 25,2024 Time -2100-2200 PLACE/SPOT **IMAGES DESCRIPTION** 

### Edmonton House

Date -May 25,2024 Time -2200-2300 camera monitoring exterior check noise complaint on 14th floor, Resolved.





Time -0200-0300

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PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 25,2024 Time -2300-2359	exterior watch vegrant removal parked patrol	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 26 <sup>-</sup> ,2024 Time -0000-0100	parked patrol camera monitoring	THE SECOND SECON
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House  Date -May 26 <sup>-</sup> ,2024  Time -0100-0200	Did Desk dinterior patroleexterior watchuties	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House  Date -May 26 <sup>-</sup> ,2024	nosie complain against the unit	

number 1406.



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PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House Date -May 26 <sup>-</sup> ,2024 Time -0300-0400	interior check exterior checkcamera monitoring	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House  Date -May 26 <sup>-</sup> ,2024  Time -0400-0500	parked patrolexterior watch	
PLACE/SPOT	DESCRIPTION	IMAGES
Edmonton House  Date -May 26 <sup>-</sup> ,2024  Time -0500-0600	interior patrolcamera monitoring interior stairwell patrol	13
PLACE/SPOT	DESCRIPTION	IMAGES

#### **Edmonton House**

Date -May 26<sup>-</sup>,2024 Time -0600-0700

interior stairwell patroldoor unlockreport writing \*\*Date:\*\* 26-05-2024\*\*Incident Report: Domestic Violence Check on Level 25\*\*\*\*Location:\*\* Edmonton House,\*\*Reported By:\*\* Pankaj Kumar\*\*Guard On Duty:\*\* Pankaj Kumar\*\*Summary:\*\*On May 26, 2024, at approximately 6:10 AM, Edmonton police officers responded to a complaint regarding domestic violence on the 25th floor of Edmonton House.\*\*Incident Details:\*\*1. Upon arrival, Edmonton police officers were granted access to the building by the on-duty guard, Pankaj Kumar.2. Accompanied by Pankaj Kumar, the officers proceeded to the 25th floor.3. At Unit 2501, the officers knocked on the door three times but received no response.4. Sounds indicating activity were heard from nearby Unit 2511.5. After multiple attempts to gain a response, the officers opened the door to Unit 2511.6. Inside Unit 2511, the officers proceeded to speak with individuals present, addressing the reported domestic violence concern.7. Pankaj Kumar returned to the front desk after