NAME OF OFFICER WEEK ENDED AREA

The record of each day’s work should ordinarily be entered daily. Days of absence should also be entered.

| Date | Place Visited  Address | Name of Business  Person Visited | Ref. No.  or file | Type of Visit | Time Spent Visit | Results of Visit and Other |
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**REPORT ON FILE IN ACTION DURING THE WEEK**

**AND SUMMARY OF WORK UNITS**

TOTAL

**SUMMARY OF WORK UNIT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | BEN. | R.I. | COM. | REG. | EC. | CL/IN | TOTAL |
| EFFECTIVE |  |  |  |  |  |  |  |
| INEFFECTIVE |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |

General comments and report on files outstanding for 4 weeks and over.

Signed ………………………….…..…… Examined ………………………….…..………..

*Inspector Manager*

……………………………………… …………………………………………...

*Date Date*

**IS 3**