

Daily Operations Report

Date: Sunday, 08 February 2026

Generated By: System

Status: Submitted

Manager's Summary

Staff did not communicate on whatsapp Power was Off at Office

Operations Log

Time	Staff	Client	Details	Status
06:15 - 08:12 1h 57m	Vitto	Universal Kitchens	patched server updates	Awaiting Client
07:30 - 14:00 6h 30m	Lee	Universal Kitchens	Upgrade server quote	Completed
08:00 - 09:55 1h 55m	Rogan	U&L Engineering	Check all switches Travel: 45m	Call Back
09:02 - 15:12 6h 10m	Jared	U&L Engineering	Change waste bin	Stuck / Issue

Staff Pulse

Staff Member	Criteria	Score	Notes
Jared	Following Instructions	3/10	
	Time Keeping	4/10	
	Communication	9/10	
	Professional	7/10	
Lee	Following Instructions	8/10	
	Time Keeping	6/10	
	Professional	7/10	
	Communication	8/10	
Rogan	Time Keeping	7/10	
	Following Instructions	9/10	
	Professional	7/10	
	Communication	8/10	
Vitto	Communication	8/10	
	Following Instructions	8/10	
	Professional	8/10	
	Time Keeping	8/10	