

Alarm Set up / end of Day Close up Log

Pls. initial EACH Box, after checking it has been done

Day / Date	Time	Name of Person	Location of Doors & Gates						Setting Alarm			Comments
			Roll up Door 1 (WS section)	Roll up Door 2 (WS section)	Roll up Door 3 (Prod section)	Roll up Door 4 (Prod section facing parking lot)	Roll up Door 5 (Prod section facing Parking Lot)	Roll up Door 6 (Prod section facing parking lot)	DOOR 1 (Front Side entrance)	DOOR 2 (Main Lobby)	DOOR 3 (Rear Entrance)	
02/17/16	10:16	Josue Aguirre	✓	✓	✓	✓	✓	✓	✓	✓	✓	
02/18/16	9:36	Josue	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2/19/16	8:00	David	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2/21/16	10:00	David	✓	✓	✓	✓	✓	✓	✓	✓	✓	
02/22/16	10:18	Josue	✓	✓	✓	✓	✓	✓	✓	✓	✓	
02/23/16	9:40	Josue	✓	✓	✓	✓	✓	✓	✓	✓	✓	
02/24/16	11:00	Josue	✓	✓	✓	✓	✓	✓	✓	✓	✓	
02/27/16	3:30	David	✓	✓	✓	✓	✓	✓	✓	✓	✓	
02/29/16	11:25	Josue	✓	✓	✓	✓	✓	✓	✓	✓	✓	

\\Disk1\\Forms\\Alarm Set up End of Day Closing log