



CATSA Sanitization Timesheet

Approval Guidelines:

- The personnel performing the Sanitization Services shall fill in the date, their name and in and out times each day.
- The Screening Contractor shall designate a representative (any on-premises personnel) to sign on each day following the completion of the sanitization services, to confirm that, upon inspection of the premises (checkpoints), that cleaning duties have been completed in accordance with the items agreed to in the CATSA Sanitizing Instructions and Restrictions.
- The Screening Contractor shall collect the sheets in support of each invoice that have been signed by the Screening Contractor's designated representative.
- Copies of Sanitization Timesheets, per airport location, shall be provided to CATSA when submitting an invoice, on a monthly basis.

Airport Name: WEST KOOTENAY REGIONAL AIRPORT (YCG)

Date	Shift 1 Enter Name of Cleaner and IN and OUT Time			Shift 2 (if applicable) Enter Name of Cleaner and IN and OUT Time			Screening Contractor Representative Name and Signature
	Name	IN (00:00)	OUT (00:00)	Name	IN (00:00)	OUT (00:00)	
1 Dec 2024	Rose Edego	11:00	12:00				Dainah Macleod
2 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
3 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
4 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
5 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
6 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
7 Dec 2024	Rose Edego	11:00	12:00				Dainah Macleod
8 Dec 2024	Rose Edego	11:00	12:00				Dainah Macleod
9 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
10 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
11 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
12 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
13 Dec 2024	Wendy Gowie	11:00	12:00				Dainah Macleod
14 Dec 2024	Rose Edego	11:00	12:00				Dainah Macleod
15 Dec 2024	Rose Edego	11:00	12:00				Dainah Macleod
16 Dec 2024	Wendy Gowie	11:00	12:00				Brian Richards
17 Dec 2024	Wendy Gowie	11:00	12:00				Brian Richards



18 Dec 2024	Wendy Gowie	11:00	12:00					Brian Richards	<i>[Signature]</i>
19 Dec 2024	Wendy Gowie	11:00	12:00					Brian Richards	<i>[Signature]</i>
20 Dec 2024	Wendy Gowie	11:00	12:00					Brian Richards	<i>[Signature]</i>
21 Dec 2024	Rose Edego	11:00	12:00					Brian Richards	<i>[Signature]</i>
22 Dec 2024	Rose Edego	11:00	12:00					Brian Richards	<i>[Signature]</i>
23 Dec 2024	Wendy Gowie	11:00	12:00					Brian Richards	<i>[Signature]</i>
24 Dec 2024	Rose Edego	11:00	12:00					Brian Richards	<i>[Signature]</i>
25 Dec 2024	Rose Edego	11:00	12:00					Brian Richards	<i>[Signature]</i>
26 Dec 2024	Rose Edego	11:00	12:00					Brian Richards	<i>[Signature]</i>
27 Dec 2024	Wendy Gowie	11:00	12:00					Brian Richards	<i>[Signature]</i>
28 Dec 2024	Wendy Gowie	11:00	12:00					Brian Richards	<i>[Signature]</i>
29 Dec 2024	Wendy Gowie	11:00	12:00					Brian Richards	<i>[Signature]</i>
30 Dec 2024	Rose Edego	11:00	12:00					Brian Richards	<i>[Signature]</i>
31 Dec 2024	Wendy Gowie	11:00	12:00					Brian Richards	<i>[Signature]</i>

Comments: