

PROPERTY MANAGER DAILY OPERATIONS REPORT

Daily Operations and Management Documentation

Property Name: Minox heights

Location: 45 Riverside Drive, Nairobi

Report Date: Thursday, December 18, 2025

Day: Thursday

Time Submitted: 11:33 AM

Prepared By: Test One

Landlord: Geofrey Meyers

Report Status: DRAFT

1. SECURITY REPORT

Security Provider / Guards on Duty

N/A

Shift Coverage (Day/Night)

N/A

Incidents Reported (if any)

None reported

Actions Taken

N/A

Outstanding Security Issues / Risks

None

2. CLEANING & SANITATION

Cleaning Contractor / Staff

N/A

Areas Cleaned Today

Common Areas Toilets Parking External Areas Other:

Standard of Cleanliness

N/A

Issues Observed

None

Corrective Action Taken / Required

N/A

3. MAINTENANCE & REPAIRS

A. Preventive / Routine Maintenance

No preventive maintenance tasks today

B. Repairs

No repairs reported today

4. TENANTS' COMPLAINTS & REQUESTS

No tenant complaints or requests today

5. LANDLORD / OWNER INSTRUCTIONS

Instruction Issued Today

None

Action Taken

N/A

Status

N/A

6. LEADS & ENQUIRIES (LETTING / SALES)

New Enquiries Received

0

Source

N/A

Site Visits Conducted

0

Unit(s) Enquired

N/A

Follow-up Action Taken

N/A

7. BOOKINGS & OCCUPANCY

Bookings Received Today

None

Confirmed

0

Cancelled

0

Current Occupancy Level

N/A

Remarks

N/A

9. UTILITIES & SERVICES STATUS

Water

NORMAL

Electricity

NORMAL

Internet / CCTV / Lifts

NORMAL

Remarks

N/A

10. GENERAL OBSERVATIONS & RISKS

Operational Challenges Identified

None

Health & Safety Issues

None

Property Manager Signature

Test One

Property Manager

Date: Thursday, December 18, 2025

Reviewed By (Landlord / Supervisor)

Geofrey Meyers

Landlord

Date: _____

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