

# 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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