

# PROPERTY MANAGER DAILY OPERATIONS REPORT

Daily Operations and Management Documentation

<b>Property Name:</b> Minox heights	<b>Location:</b> 45 Riverside Drive, Nairobi
<b>Report Date:</b> Thursday, December 18, 2025	<b>Day:</b> Thursday
<b>Time Submitted:</b> 11:33 AM	<b>Prepared By:</b> Test One
<b>Landlord:</b> Geoffrey Meyers	<b>Report Status:</b> 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: \_\_\_\_\_