☐ Day Shift ☐ Evening Shift ☐ Night Shift

PROTECH
PROFESSIONAL TECHNICAL SECURITY SERVICES, INC.

Daily Activity Report

Shift Start Date: ____/____/_____

Shift Start/End Time: _____/_____

Client	**Officer Preparing Report**	**Supervisor's Signature**

Equipment Received: ☐ Keys ☐ Radio/Cell Phone ☐ Key lock ☐ Flashlight ☐ 1st Break ☐ 2nd Break

During my tour of duty I found the following conditions:

#	Time	Location	Details

1. Unlocked Doors or Gates
2. Fire Extinguishers Missing
3. Violations of Company Rules
4. Unusual Happenings
5. Housekeeping
6. Equipment Out
7. Theft or Loss
8. Fire, Smoke or Fire Hazards
9. Unsanitary Conditions
10. Suspicious Action of Employees
11. Keys Received From Previous Officer
12. Emergency Personnel Called
13. Malfunction
14. Recovered or Found
15. Blocked Fire-Door
16. Blocked Stairs or Exits
17. Verbal Order Issued by Client
18. Received Verbal Instructions
19. Leaks
20. Disturbance
21. Miscellaneous
22. Visitors
23. Trespassers
24. Broken
25. Accident
26. Utilities
27. Traffic Violation
28. Other