VANTAGE
SECURITY GUARDS

PRINTABLE TEMPLATE

Daily activity report

Write each entry as it happens, with the time from a clock. Facts only; point to an incident report for anything serious.

Property _____ **Post** _____

Officer _____ **Date** _____

Shift start _____ **Shift end** _____

Relieved by _____

Shift log

	TIME	LOCATION	ACTIVITY OR OBSERVATION	ACTION TAKEN
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				

Patrol rounds

	STARTED	FINISHED	AREA COVERED	ANYTHING OUT OF PLACE
☐				
☐				
☐				
☐				

Visitors and vehicles

	TIME IN	TIME OUT	NAME AND COMPANY	PLATE OR VEHICLE	PURPOSE
☐					
☐					
☐					
☐					

Maintenance and safety hazards seen

	HAZARD	WHERE	TOLD TO	TIME
☐				
☐				
☐				

Keys and equipment

	ITEM	RECEIVED AT START	HANDED OVER AT END
☐	Keys		
☐	Access cards		
☐	Radio		
☐	Phone		
☐	Other:		

Shift summary

	INCIDENTS, OPEN ITEMS AND ANYTHING THE NEXT OFFICER SHOULD KNOW
☐	
☐	
☐	

Signatures

		NAME	SIGNATURE	TIME
☐	Officer			
☐	Supervisor review			

Notes