

Daily Activity Report

Blank form — use one copy for each shift.

Site / property: _____

Guard name: _____ Date: _____

Shift start: _____ Shift end: _____

Supervisor / reviewer: _____

Post / patrol area (optional): _____

Activity log

Time	Location	Activity / Observation	Action Taken	Status

Incidents / important issues

Items for the next shift

Issue	Latest status	Next action

Prepared by: _____ Date/time: _____

Reviewed by: _____ Date/time: _____

Record facts, not assumptions. Record the event time. Note what action was taken. Carry unresolved issues into handover. Use a separate incident report when required.

Daily Activity Report

FICTIONAL EXAMPLE — FOR DEMONSTRATION ONLY

Site / property: Harbor Point Offices — Fictional Example

Guard name: Example Guard A Date: 14–15 January 2026

Shift start: 14 Jan, 22:00 Shift end: 15 Jan, 06:00

Supervisor / reviewer: Example Supervisor B

Post / patrol area (optional): Entrances and exterior patrol

Site local time. Entries from 00:40 onward are on 15 January.

Activity log

Time	Location	Activity / Observation	Action Taken	Status
22:00	Main post	Shift started; no open issues reported at handover.	Received handover and checked assigned duties.	Complete
23:15	Parking area	No obstruction observed on the marked walkway.	Completed patrol of the walkway.	Complete
00:40	Technical-room entrance	Visited the entrance; did not enter the room.	Continued assigned patrol.	Complete
02:10	Service entrance	Door did not latch after closing.	Informed supervisor at 02:15. Supervisor contacted maintenance.	Open
05:40	Service entrance	Door still did not latch; no repair confirmed.	Updated supervisor and noted the issue for handover.	Open
06:00	Main post	Door issue remained open at shift end.	Informed next guard; supervisor to obtain maintenance update.	Handed over

Incidents / important issues

Service entrance door did not latch at 02:10. Supervisor informed at 02:15. No repair confirmed by shift end.

Items for the next shift

Issue	Latest status	Next action
Service entrance door	Still not latching at 05:40; unresolved at 06:00.	Next guard to continue checks under site procedure; supervisor to obtain maintenance update.

Prepared by: Example Guard A Date/time: 15 Jan, 06:00

Reviewed by: Example Supervisor B Date/time: 15 Jan, 06:10

Record facts, not assumptions. Record the event time. Note what action was taken. Carry unresolved issues into handover. Use a separate incident report when required.