

Security Guard Schedule

Blank schedule - planned coverage, not proof of attendance or hours worked.

Week starting

Enter site-local dates and 24-hour times. One row per segment; an earlier end means next day. Equal times require correction.

Date	Site/Post	Guard	Start	End	Planned Hours	Relief/Replacement	Notes

Total planned hours (correct all flagged rows first)

Relief: end the outgoing segment at handover and add the incoming segment. Do not retain a superseded full shift.

Grey cells calculate in Excel; fill the PDF by hand. No break deductions, overlap checks, payroll or daylight-saving adjustment.

Security Guard Schedule

Harbor Point Offices - Fictional Example. All names and assignments are invented.

Week starting 2026-01-12

Enter site-local dates and 24-hour times. One row per segment; an earlier end means next day. Equal times require correction.

Date	Site/Post	Guard	Start	End	Planned Hours	Relief/Replacement	Notes
2026-01-12	Harbor Point / Reception	Example Guard A	08:00	16:00	8.00	None planned	Day coverage
2026-01-12	Harbor Point / Exterior	Example Guard B	22:00	06:00	8.00	None planned	Ends 13 January
2026-01-13	Harbor Point / Reception	Example Guard A	08:00	12:00	4.00	Relieved by Guard C at 12:00	First segment only
2026-01-13	Harbor Point / Reception	Example Guard C	12:00	16:00	4.00	Replaces Guard A from 12:00	Second segment only

Total planned hours (correct all flagged rows first) 24.00

Relief: end the outgoing segment at handover and add the incoming segment. Do not retain a superseded full shift.
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