

DAILY ACTIVITY REPORT

SECURITY REPORT FORM

SITE NAME

DATE

SECURITY OFFICER NAME

DAY / SWING / GRAVE

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

APPROXIMATE
TIME OF SHIFT

SECURITY OFFICER MUST LOG EACH PATROL, SECURITY CHECK AND ALL PERTAINING INFORMATION

SECURITY OFFICER IS TO REPORT FIRE, VANDALISM, & THEFT TO THE POLICE. SUPERVISOR MUST BE IMMEDIATELY NOTIFIED.

SECURITY OFFICER SIGNATURE _____

PAGE _____

OF _____

DATE _____

Sample Security Daily Activity Report

Michael J. Arata

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