

Daily activity report

Fillable template | Example on page 2



PatrolTech

Site and assignment area

Date, actual shift times and time zone

Reporting officer and report reference

Shift start and handover instructions

Activity log: time, area, observation and action

Incidents, notifications and related report references

End-of-shift status and outstanding handover items

Adapt the fields to your site procedure. State what is unknown instead of inventing details.

Completed example

Fictional training scenario | Not an actual shift record



Assignment

Demonstration Building. October 16, 2026, 20:00-22:00, Europe/Madrid. Officer: Demo Officer. Reference: TRAINING-01.

20:00 - Shift start

The officer starts the shift and reviews the post instructions.

20:15 - Check

The entrance and parking area are checked. No unusual conditions are observed in those areas.

20:40 and 20:42 - Observation and notification

A light is found off in the north corridor. At 20:42, the supervisor is notified. Fictional maintenance reference: DEMO-M01.

21:30 - Follow-up

The route is checked again. The north corridor light is still off.

22:00 - Handover

The officer hands over the outstanding maintenance item. The report does not claim that it has been resolved. This example is separate from the real demo checkpoint records.