

SAMPLE

## DAILY ACTIVITY LOG

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ENTRY NO.	TIME	BRIEF DESCRIPTION OF OCCURRENCE	OFFICER
1	0700	On Duty	Joe W.
2	0730	Room service tray removed from hallway 1606	Joe W.
3	0740	Light burned out in 14th floor hallway - engineering notified	Joe W.
4	0800	Guest in Room 607 (Mr. Smith) medical assistance, felt ill. Notified M.O.D. Jack Green; radioed dispatch to contact ambulance for transport.	Joe W.
5	0810	Mr. Smith transported to St. Elizabeth's Hospital.	Joe W.