# GuardForce Security

## Daily Activity Report

| Site Location: | | | Equipments | Received | Returned | Condition |
|---|---|---|---|---|---|---|
| | | | Radio | | | |
| Day of Week: | | | Flash Light | | | |
| Date: | | | Keys | | | |
| Officer's Name: | | | Other | | | |
| Time In: | | | | | | |
| Time Out: | | | | | | |

**When making your report, remember the 4-W's. Why, When, Where & How.**

| Time | Details of Report |
|---|---|
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**Use multiple forms if more space is needed.**