Daily Activity Report (DAR)

One report per officer per shift

COREDINATE by nomadia

1. Shift details

Date		**Client / site**	
Post		**Shift start / end**	
Officer		**Licence / registration no. (UK: SIA licence; US: state guard card or registration)**	
Relieved (name, time)		**Relieved by (name, time)**	

2. Equipment received at start of shift

Tick what you received and checked:

☐ Radio ☐ Phone / patrol device ☐ Keys (count in key log) ☐ Torch ☐ First aid kit ☐ Body camera ☐ Post orders read ☐ Last shift's log read

3. Activity log

One line per activity. 24-hour clock. Give the incident report number where one exists.

Time	Activity or observation	Location	Ref.

Time	Activity or observation	Location	Ref.

4. Shift summary

Patrols completed / scheduled		**Checkpoints missed (and why)**	
Incident reports written (numbers)		**Visitors and contractors logged**	
Hazards or maintenance issues found		**Client requests received**	

5. Notes for the next shift

Open issues the incoming officer must know

6. Sign-off

Role	Name	Signature	Date
Officer			
Supervisor review			

Daily Activity Report (DAR) - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

1. Shift details

Date	14/11/2026	**Client / site**	Harbor View Offices
Post	Lobby desk	**Shift start / end**	22:00 / 06:00
Officer	R. Delgado	**Licence / registration no. (UK: SIA licence; US: state guard card or registration)**	CA guard card G1234567 (example)
Relieved (name, time)	K. Brooks, 22:00	**Relieved by (name, time)**	A. Chen, 06:00

3. Activity log

Time	Activity or observation	Location	Ref.
22:00	On duty. Keys 12/12 counted. Radio check OK. Read log and 2 new client instructions.	Lobby	
22:30	Patrol 1 started. All doors floors 1-4 secure.	Floors 1-4	
23:05	Patrol 1 complete, 14/14 checkpoints.		
23:40	Cleaning crew (3) signed out. Badges returned.	Lobby	
01:15	Water on floor outside restroom 3B. Coned off, emailed facilities.	Floor 3	
02:30	Patrol 2, 13/14 checkpoints. Roof door checkpoint not reached: door blocked by pallets.	Roof access	IR-0221
05:45	Handover notes written. Keys 12/12.	Lobby	

4. Shift summary

Patrols completed / scheduled	2 / 2	**Checkpoints missed (and why)**	1, roof door blocked by pallets (IR-0221)
Incident reports written (numbers)	IR-0221	**Visitors and contractors logged**	3 (cleaning crew)
Hazards or maintenance issues found	Leak outside restroom 3B; pallets blocking roof door	**Client requests received**	None