[Company name] guard log book

Page no. _____

Site and client: Post:

Guard and license no.: Took over from:

Shift: from (day, date, 24-hour time) to

Pass-down read, keys and equipment received:

#	Time	Entry: what you did, saw or were told, and what you did about it (incident report no. if any)	Initials
1			
2			
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26			

End of shift

Passed down to the next guard:

Keys and equipment handed over to: at (time)

Guard signature: date and time

Reviewed by (supervisor): date

Ink only. One entry per line, in time order, 24-hour clock, written as it happens. Cross out a mistake with one line and initial it; never erase or cover a mistake, and never tear out a page. Draw a line through unused space. Log book page from GuardChek, guardchek.com/blog/security-daily-activity-report-template, (888) 883-3409. General guidance, not legal advice.