

Hotel		Date		Shift		Duty manager	
Officer		Log start time		End time		Log reference	

Entry	Time	Location	Category	Occurrence / observation	Immediate action taken	Escalated?	Escalated to	Follow-up?	Follow-up owner	Status	Recorded by
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

END-OF-SHIFT REVIEW

Open items / Key issues / Handover notes		Incidents escalated		Yes / No	
		Follow-up owner / team			