

Daily Department Activity Log

Department: _____
Supervisor: _____

Date: ____ / ____ / ____
Shift: _____

Activity Log

Time	Activity Description	Staff Involved	Location	Remarks

Summary of Issues / Follow-Up Required

Issue Description	Action Taken / Follow-Up

Important Notes

- Ensure all activities and incidents are logged in a timely and accurate manner.
- Document all key information including time, participants, and locations.
- Use the remarks section to note any deviations or special observations.
- Summarize unresolved issues for follow-up in the next shift or report.
- This document serves as an official record; maintain it as per department policy.