

Daily Sheet**Wednesday**

Employee _____

Date: _____

☐ Highland Tower☐ Aurum☐ The Lofts☐ Fairmount☐ Fairview☐ Executive House☐ Keller/Beaver☐ Park Lane☐ Waupelani Lofts☐ East Foster☐ West Beaver**Property Inspection/Tasks: 8:00 to 10:00**

- Pick up loose trash inside and outside property including dumpster area if applicable
- Clean up any spills and debris from stairs, hallways, & laundry room if applicable
- Inspect property for any obvious safety issues with a focus on storm water drainage. Check downspouts/gutters are attached and water is running at least 3 feet from the foundation
- Pull all large weeds and spray

Comments:**Call Out/Independent Work Log**

Radio Calls	Description
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	

