Daily Activity Report Format for Security Guards

The **daily activity report format for security guards** is essential for documenting their routine tasks, incidents, and observations during their shift. This structured format ensures accurate and efficient communication between security personnel and management. Utilizing this report helps maintain accountability and enhances overall security operations.

Security Guard Daily Activity Report

Report Date		Shift (From/To)	-
Guard Name			
Post/Location			

Routine Patrols & Tasks Performed

Notable Incidents/Events

Visitor Log (if applicable)

Time	Visitor Name	Purpose	ID Checked
			☐

Equipment Status & Observations

Remarks/Additional Notes

Security Guard Signature:

Date: