



Daily End of Shift Report

5 Aug 2022 / Maurizio Carriedo

Complete

Score	0%	Flagged items	0	Actions	1
Employee Name	Maurizio Carriedo				
Role	Hotel Maintenance Staff				
Team/Department	Hotel Maintenance				
Date Completed	05.08.2022				
Shift Schedule	9:00 AM-6:00 PM				
Shift Location	Virginia, USA (37.4315734, -78.6568942)				

Actions

1 action

Shift Report / Task Summary / Task / Task 2

Status

Ongoing

To Do | Priority Low | Due 12.08.2022 14:53 PST | Created by SafetyCulture Staff

Request batteries from the Inventory team.

Shift Report

1 action

Responsibilities

Performing maintenance checks, repairs, and installation for electrical, lighting, and HVAC equipment

Task Summary

1 action

Task

1 action

Task 1

Task Description

Lighting

- Install LED lights, lamps, and bulbs on the rooms on the 2nd-5th floors.
- Inspect the interior and exterior lighting around the hotel premises.

Status

Completed

Photo/Video of Task



Photo 1



Photo 2

Task 2

1 action

Task Description

Electrical

- Check if electrical wires and cables are in good condition.
- Change the batteries of the smoke detectors in the 6th-floor hallway.

Status

Ongoing

To Do | Priority Low | Due 12.08.2022 14:53 PST | Created by SafetyCulture Staff

Request batteries from the Inventory team.

Photo/Video of Task



Photo 3

Task 3

Task Description

HVAC

- Inspect HVAC controls and equipment if functioning or not.
 - Clean air intake and filters.
-

Status

Not Started

Photo/Video of Task

Completion

Additional Notes/Observations

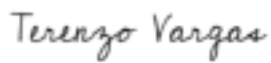
Reach out to the Inventory team for extra batteries for smoke detectors.

Employee Name and Signature



Maurizio Carriedo
05.08.2022 14:54 PST

Supervisor Name and Signature



Terenzo Vargas
05.08.2022 14:54 PST

Appendix



Photo 1



Photo 2



Photo 3