

NIGHT SECURITY/SAFETY HANDOVER SHEET

PLEASE COMPLETE WHEN COMMENCING NIGHT DUTY

DATE	TIME	DSO	Occupancy	Disabled Guest Rooms Occupied

PEOPLE ON DUTY

RADIOS MUST BE SIGNED IN/OUT OF THE SECURITY OFFICE AND PLACED ON CHARGE WHEN NOT IN USE.

DEPARTMENT	NAME	RADIO	CODE	Q?	Signature
DUTY MANAGER					
Security Officer					
Reception					
Rec / GS					
F & B 1					
Front Desk					
Guest Service					
Night Chef					
Kitchen Porter					
Housekeeping					
Housekeeping					

IN THE EVENT OF AN EMERGENCY

RADIOS SHOULD BE RETURNED TO DUTY MANAGER FOR RE-DISTRIBUTION
DURING INCIDENT

Any Training Given

Fire	Code 1
Communication	Code 2
Health & Safety	Code 3
Personal Safety	Code 4

PLEASE COMPLETE THIS WHEN COMING ON DUTY FOR THE NIGHT SHIFT