

BG PERSONNEL DAILY LOG

COMMUNITY NAME _____

Date:

Name:

| | | | | | | | |
|---------------------------------|--------------|-----------------|----------------|----------------------|-----------------|---------------------------|----------------|
| Work Performed Today: | | | | | | pool ligths | |
| | | | | | | pool gates | |
| | | | | | | Pool clean | |
| | | | | | | PH level | |
| | | | | | | Chl level | |
| | | | | | | Alkalinity | |
| Work Orders | Total | | | | | | |
| Work Orders Received | | | | | | | |
| Work Orders Completed | | | | | | Time Worked | |
| Work Orders Pending | | | | | | Hours | Minutes |
| Reason(s) for Delay: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Make Ready Units | Total | | | | | | |
| Vacants Assigned | | | | | | | |
| Vacants completed | | | | | | | |
| | Total | Unit # | Unit # | Unit # | Unit # | | |
| Completed Paint | | | | | | | |
| Completed Make Ready | | | | | | | |
| Completed Clean | | | | | | | |
| Needs floor tile ? | | | | | | | |
| Needs carpet cleaned ? | | | | | | | |
| Needs carpet replaced ? | | | | | | | |
| Needs resurfacing ? | | | | | | | |
| Problems - Delays: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Parts necessary: | Unit# | Part# | Model # | Part# | Serial # | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | Equipment | Hours |
| Special Assignments: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Building lighting check | | | | Buildings | | | |
| | | | | | | Material Purchased | |
| | | | | | | Part | Amount |
| Type of light bulbs uses | | Quantity | | Light fixture | | | |
| | | | | | | | |
| | | | | | | | |

Signature _____

*Required BG Certified Maintenance Trainer assistance today? Yes ___ NO ___

*This checklist is to be completed daily by BG field employee for the community manager.