

ON-DUTY WORK RECORD FORM

duty work record sheet

Person on duty:

Duty date:

year month day

Duty situation	1. Whether the duty personnel are on duty	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. Are you dressed as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Whether to leave the post or shift posts	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Do you do private work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4. The air conditioner is turned off	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5. Light switch status	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6. Whether there is long running water	<input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Is environmental sanitation number zero?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	8. Whether the electrical equipment is turned off	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks on duty exception	9. Are the doors and windows closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	9. Is the vehicle neatly placed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Handover matters		
Successor's signature	Successor's signature	
Shift time	Succession time	
Illustrate:	If the on-duty status is normal, tick "√" and abnormal "×", and indicate clearly in the abnormal duty remark column.	

On Duty

Sabine Zange



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