

Daily Log Book



Date: _____ Time: _____

Weather (Temperature and conditions): _____

Daily Diary (Description of day's events)

Names of staff on shift	Time on shift	Time off shift

Requires Attention:

Furnishings	Equipment	Supplies

Sales (\$)	Over/Shirt (+/-)
Liquor:	
Food:	
Other:	
Total:	

Reviewed by:	
Actions:	
Review date:	