

# BUILDING MANAGER WEEKLY DUTY LOG

Record the duties done each day. It is also your evidence if the role or pay is ever reviewed.

BUILDING

WEEK STARTING

BUILDING MANAGER / CARETAKER

HOURS THIS WEEK

| DAY | DUTIES DONE | AREA | TIME TAKEN | NOTES / ISSUES |
|-----|-------------|------|------------|----------------|
| Mon |             |      |            |                |
| Tue |             |      |            |                |
| Wed |             |      |            |                |
| Thu |             |      |            |                |
| Fri |             |      |            |                |
| Sat |             |      |            |                |
| Sun |             |      |            |                |
|     |             |      |            |                |

ISSUES TO RAISE WITH THE COMMITTEE

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