Please initial on the following lines when completed. Write “None” in the sub-categories if necessary.

_____ I checked the Key Cabinet.

*The following hooks have “Key Out” tags on them:

* The following hooks are missing keys and do not have a “Key Out” tag on them:

_____ I checked the Equipment Log.

*The following pieces of equipment were signed-out at the time of changeover. Include resident name(s) and room number(s).

_____ The Office was found to be clean and organized.

*The following issues were observed:

_____ The mail was sorted and delivered.

*The following was not completed:

**Times the GA On-Call was called:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Reason for Calling</th>
<th>People Involved</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Significant incidents or issues that occurred after midnight:**

____________________________________________________________________________________

____________________________________________________________________________________
RA TOUR LOG

TOURS: Report all activity in the building. This includes all noticed damages, violations, incidents, etc. Please use legal names when identifying residents, room numbers and explain all important events using detail, exact times and appropriate grammar. If there is not enough room on this page, please attach a separate sheet of paper and staple it to this form.

REMEMBER: Any incidents that require writing an FYI or Incident Report must be included on this sheet.

TOUR #1:
5:00 PM ____________________________________________________________
________________________________________________________________________

TOUR #2:
6:00 PM ____________________________________________________________
________________________________________________________________________

TOUR #3:
7:00 PM ____________________________________________________________
________________________________________________________________________

TOUR #4:
8:00 PM ____________________________________________________________
________________________________________________________________________

TOUR #5:
9:00 PM ____________________________________________________________
________________________________________________________________________

TOUR #6:
10:00 PM ____________________________________________________________
________________________________________________________________________

TOUR #7:
11:00 PM ____________________________________________________________
________________________________________________________________________

TOUR #8:
12:00 AM ____________________________________________________________
________________________________________________________________________