

# DAILY LOG

DATE: \_\_\_\_\_

TECHNICIAN 1: \_\_\_\_\_

TECHNICIAN 2: \_\_\_\_\_

START MILAGE: \_\_\_\_\_

START MACHINE HOURS: \_\_\_\_\_

CUSTOMER	CITY	MACHINE HOURS START	MACHINE HOURS END	ORIGINAL TICKET	UPSALES	SUB TOTAL	VAN MILAGE

<u>MORNING PREP</u>	<u>INITIAL</u>	<u>EVENING PREP</u>	<u>ADDITIONAL NOTES</u>
WASH WAN		FILL UP ON GAS	
CLEAN WINDOWS & MIRRORS		REMOVE TRASH	
CLEAN TIRES		WIPE DOWN CAB AREA	
VAN OIL		CLEAN WAND	
VAN COOLANT		CLEAN STAIR TOOL	
BRAKE FLUID		CLEAN UPHOLSTERY TOOL	
TIRE PRESSURE		CLEAN FILTERS	
MACHINE ENGINE OIL		CLEAN CORNER GUARDS	
PUMP OIL (IF ABLE)		RESTOCK BOOTIES/SHOE COVERS	
CHEMICAL STOCK		RESTOCK SPOTTING KIT	
WAND		CLEAN AIR MOVER	
STAIR TOOL		RESTOCK CHEMICALS	
UPHOLSTERY TOOL		WIPE FACE OF MACHINE	
STAIR HOOKS		CLEAN HOSES	
CORNER GUARDS		CLEAN UP ANY CHEM SPILLS	
BOOTIES/SHOE COVERS		CLEAN VACUUM	
SPOTTING KIT		WD-40 IN BLOWER	
AIR MOVER		PAYMENT ACCOUNTED FOR	
VACUUM		TURN IN PAPERWORK	