

Lost and Found Daily Activity Summary

Date: _____

Location: _____

Prepared by: _____

| # | Time | Item Description | Category | Found By / Reported By | Action Taken | Status |
|---|------|------------------|----------|------------------------|--------------|--------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Remarks / Notes

Write remarks or notes here...