



**SECURITY  
MANAGEMENT**  
OF SOUTH CAROLINA

# Weekly Activity Report

Site: \_\_\_\_\_ Week Ending: \_\_\_\_\_

TOTAL HOURS WORKED ON-SITE (listed on PTR): \_\_\_\_\_

## OVERTIME

a. Total overtime hours billable to client \_\_\_\_\_

b. Total overtime hours non-billable to client \_\_\_\_\_

Total overtime hours (a + b) = \_\_\_\_\_

## TRAINING

a. Total training hours billable to client \_\_\_\_\_

b. Total training hours non-billable to client \_\_\_\_\_

Total training hours (a+b) = \_\_\_\_\_

Explanation for unbillable overtime and/or training hours

\_\_\_\_\_  
\_\_\_\_\_

Personnel Issues/Changes/Concerns \_\_\_\_\_

\_\_\_\_\_

Site Supervisor Issues/Concerns \_\_\_\_\_

\_\_\_\_\_

Client Issues/Concerns \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date