

# Visitor Sign In Sheet

Know who is in the building on an ordinary day, and be able to say so on a bad one.

Who came in, when, who they were seeing, and when they left.

**KEPT AT THE DOOR, NOT IN A DRAWER**

A visitor book earns its place twice: on an ordinary day it tells you who is in the building, and on the worst day it tells the fire marshal. Keep it where visitors actually arrive, not where it is tidiest.

| Premises |      |         | Date     |                      | Sheet     |          | Kept by   |
|----------|------|---------|----------|----------------------|-----------|----------|-----------|
| Time in  | Name | Company | Visiting | Vehicle registration | Badge no. | Time out | Signature |
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|          |      |         |          |                      |           |          |           |

Anyone still signed in at close of day

Checked by