

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.

PremisesDateSheetKept by

Time in	Name	Company	Visiting	Vehicle registration	Badge no.	Time out	Signature

Anyone still signed in at close of dayChecked by