

Those who round in the reception area should use a log like the one below. This 24-hour log has pre-printed times and a place for staff to initial and write comments. Managers should review the logs for trends and compliance with rounding.

Date: _____

TIME PERIOD	STAFF INITIALS	COMMENTS
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM		
8:00 PM		
9:00 PM		
10:00 PM		
11:00 PM		
12:00 AM		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		

Staff signature: _____ Staff signature: _____

Staff signature: _____ Staff signature: _____

Staff signature: _____ Staff signature: _____