



## DAILY VISIT NOTE FORM / TIMESHEET

**CLIENT NAME:** Evelyn Mcleod

**Employee:** Ella Baxter

DAY	Wednesday	Wednesday	Wednesday	Tuesday	Select	Thursday	Monday	
Date	09/08/25	09/08/25	09/08/25	09/08/25	09/08/25	09/08/25	09/08/25	
Time In	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	
Time Out	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	
Bathing	X				X	X		
Dressing	X	X		X				
Toileting		X			X	X		
Standby assist	X			X			X	
Cleaning body		X	X			X		
Toweling off	X		X			X		
Laundry	X	X	X	X		X		
Linen changes							X	
Make beds	X			X		X		
Floor care		X	X	X				
Tidy up kitchen	X	X	X	X	X			
Meal Preparation	X	X					X	
Feeding	X	X					X	
Vacuum						X	X	
Empty Trash		X					X	
Dust	X		X		X			
Clean Bathroom	X	X		X			X	
Healthcare Appt.	X							
Shopping	X			X	X			
Clutter Control	X	X			X			
Read/play games	X	X	X	X		X	X	
Change incontinent wear		X	X	X	X	X		
Shampoo	X		X		X			
Hair grooming		X	X	X	X			
Oral hygiene			X		X			
Give fluids			X	X	X	X		
DAILY HOURS	24	24	24	24	24	24	24	

**TOTAL WEEKLY HOURS:** 24

**Employee Signature & Name:** \_\_\_\_\_

**Date:** September 8,  
2025

**Client Signature:** \_\_\_\_\_

**Date:** September 8,  
2025