



DAILY VISIT NOTE FORM / TIMESHEET

CLIENT NAME: Mary Jones

Employee: Terry Harris

DAY	Monday	Select	Wednesday	Thursday	Select	Saturday	Sunday
Date	09/01/25		09/03/25	09/04/25		09/06/25	
Time In	9:00 AM		9:00 AM	9:00 AM		9:00 AM	
Time Out	5:00 PM		5:00 PM	5:00 PM		5:00 PM	
Bathing							
Dressing	X						
Toileting	X						
Standby assist	X						
Cleaning body							
Toweling off							
Laundry	X						
Linen changes							
Make beds	X						
Floor care	X						
Tidy up kitchen	X						
Meal Preparation	X						
Feeding							
Vacuum	X						
Empty Trash	X						
Dust							
Clean Bathroom	X						
Healthcare Appt.							
Shopping							
Clutter Control							
Read/play games							
Change incontinent wear							
Shampoo							
Hair grooming	X						
Oral hygiene	X						
Give fluids							
DAILY HOURS	8						

TOTAL WEEKLY HOURS: 56

Employee Signature & Name: Terry Harris

Date: September 15,
2025

Client Signature: [Signature]

Date: September 15,
2025