



DAILY VISIT NOTE FORM / TIMESHEET

CLIENT NAME: Mary Jones

Employee: Terry Harris

DAY	Select	Select	Wednesday	Thursday	Select	Saturday	Sunday
Date			09/17/25	09/11/25		09/20/25	09/21/25
Time In			9:00 AM	9:00 AM		9:00 AM	8:45 AM
Time Out			5:00 PM	5:00 PM		5:00 PM	4:45 PM
Bathing						X	
Dressing			X	X		X	X
Toileting			X	X		X	X
Standby assist			X	X		X	X
Cleaning body						X	
Toweling off						X	
Laundry			X	X		X	X
Linen changes							X
Make beds			X	X		X	X
Floor care			X	X		X	X
Tidy up kitchen			X	X		X	X
Meal Preparation			X	X		X	X
Feeding							
Vacuum			X	X		X	X
Empty Trash			X	X	X	X	X
Dust			X	X		X	X
Clean Bathroom			X	X		X	X
Healthcare Appt.				X		X	X
Shopping							
Clutter Control							
Read/play games							
Change incontinent wear							
Shampoo							
Hair grooming			X	X		X	X
Oral hygiene			X	X		X	X
Give fluids							
DAILY HOURS			8	8		8	8

TOTAL WEEKLY HOURS: 32

Employee Signature & Name: Terry Harris

Date: September 25, 2025

Client Signature: Mary Jones

Date: September 25, 2025