



## DAILY VISIT NOTE FORM / TIMESHEET

CLIENT NAME: Mary Jones

Employee: Terry Harris

DAY	Monday	Select	Wednesday	Thursday	Select	Select	Select
Date	09/22/25		09/24/25	09/25/25			
Time In	9:00 AM		9:00 AM	9:00 AM			
Time Out	5:00 PM		5:00 PM	5:00 PM			
Bathing							
Dressing	X		X	X			
Toileting	X		X	X			
Standby assist	X		X	X			
Cleaning body							
Toweling off							
Laundry	X		X	X			
Linen changes							
Make beds	X		X	X			
Floor care	X		X	X			
Tidy up kitchen	X		X	X			
Meal Preparation	X		X	X			
Feeding							
Vacuum	X		X	X			
Empty Trash	X		X	X			
Dust							
Clean Bathroom	X		X	X			
Healthcare Appt.				X			
Shopping			X	X			
Clutter Control							
Read/play games							
Change incontinent wear							
Shampoo							
Hair grooming	X		X	X			
Oral hygiene	X		X	X			
Give fluids							
DAILY HOURS	8		8	8			

TOTAL WEEKLY HOURS: 24

Employee Signature & Name: Terry Harris

Date: September 25,  
2025

Client Signature: [Signature]

Date: \_\_\_\_\_