



DAILY VISIT NOTE FORM / TIMESHEET

CLIENT NAME: Mary Jones

Employee: Terry Harris

DAY	Select	Wednesday	Thursday	Saturday	Sunday	Monday	Select
Date	09/08/25	09/10/25	09/11/25	09/13/25	09/14/25	09/15/25	
Time In	9:00 AM	9:30 AM	9:00 AM	9:30 AM	9:00 AM	9:00 AM	
Time Out	5:00 PM	5:30 PM	5:00 PM	5:30 PM	5:00 PM	5:00 PM	
Bathing				X			
Dressing	X	X	X	X	X	X	
Toileting	X	X	X	X	X	X	
Standby assist	X	X	X	X	X	X	
Cleaning body				X			
Toweling off				X			
Laundry	X	X	X	X	X	X	
Linen changes							
Make beds	X	X	X	X	X	X	
Floor care	X	X	X	X	X	X	
Tidy up kitchen	X	X	X	X	X	X	
Meal Preparation	X	X	X	X	X	X	
Feeding							
Vacuum	X	X	X	X	X	X	
Empty Trash	X	X	X	X	X	X	
Dust							
Clean Bathroom	X	X	X	X	X	X	
Healthcare Appt.							
Shopping				X			
Clutter Control	X	X	X		X	X	
Read/play games							
Change incontinent wear				X			
Shampoo				X			
Hair grooming	X	X	X	X	X	X	
Oral hygiene	X	X	X	X	X	X	
Give fluids							
DAILY HOURS	8	8	8	8	8	8	

TOTAL WEEKLY HOURS: 48

Employee Signature & Name: Terry H.

Date: September 15,
2025

Client Signature: _____

Date: September 15,
2025