## 3.8 Logs – Daily Memo Book

### Purpose
**Control Centre Operator to maintain an incoming memo record list.**

### Guideline
**The Control Centre will maintain a Daily Memo Number Book to better organise information and communication.**

All inbound memos, instructions and work orders are to be cross referenced in the daily Control Centre handover.

A record of the incoming information must be made in the Daily Diary to ensure Control Centre Operators are aware of any work orders, new instructions or relevant correspondence on their shift.

Upon receiving a Memo/Fax regarding work to be carried out by security staff or information about contractor work the following procedures are to be observed:

- Obtain the follow-on number from the Daily Memo Number Book. Record a brief outline of the details next to the number selected.
- Place the number next obtained at the top right of the memo/fax.
- Place the memo in the memo folder.
- Place the number obtained in the daily diary on the appropriate page.
- When looking for daily memo’s, go to the daily diary and locate numbers on the dated page. Look up the numbers in the Daily Memo Book.

### Contact Officer
**Campus Security Manager**

### Date Approved
1 July 2012

### Approval Authority
**Director, Property**
<table>
<thead>
<tr>
<th>Related Policies, Procedures, Guidelines, Forms or Templates</th>
<th>Security Services Section – Standard Operating Procedures</th>
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</thead>
<tbody>
<tr>
<td>Next Date of Review</td>
<td>1 July 2013</td>
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