

Monthly shelter operations report

Fictional completed example

Summarize the operating month and agree on next actions. Use the accompanying workbook and review missing nights before transferring totals.

Facility: Cedar House Month: September 2026 Prepared by: Jordan

Reporting basis

Nightly count at 10 p.m.; 30 of 30 nights entered. Operational capacity includes unoccupied holds and excludes beds out of service.

Monthly activity

Measure	This month	Context
Occupied bed-nights	594	
Available bed-nights	660	
Occupancy	90.0%	
Unavailable bed-nights	60	
Admissions	44	Events, not unique people
Departures	40	Events, not unique people
Turnaway attempts	12	Events, not unique people

Changes and operational issues

Four beds were out of service September 1–15 and reopened September 16. Operational capacity increased from 20 to 24 beds. Occupancy reflects this change.

Next actions

Action	Owner	Due date
Review maintenance schedule to reduce repeat closures.	Jordan	Oct 5
Review turnaway attempt recording with staff.	Casey	Oct 7

Occupancy = occupied ÷ available bed-nights. Turnaways are attempts unless separately deduplicated. This operations summary does not replace official HMIS or funder reporting.