

Shelter shift handoff

Review the bed count and unfinished work with the incoming shift. Keep resident details in approved records and use secure references here.

Make a copy. Replace bracketed text and change the tasks for your shelter.

Facility: [Shelter name] Date: [Date]

Shift: [Hours] Outgoing: [Name] Incoming: [Name] Count time: [Time]

Bed picture

Total beds	Out of service	Occupied	Unoccupied holds	Open

Changes during the shift

Starting count	Admissions	Departures	Expected ending	Observed ending

Expected ending = starting + admissions – departures. Open = total – out of service – occupied – unoccupied holds.

Open tasks and changes to pass on

Task or secure reference	Owner	Follow up by

Urgent items and unresolved differences

Contact and time: [Name / time or none]

Remaining action: [Action and secure reference or none]

Incoming shift acknowledgment

Reviewed by: [Name] Time: [Time] Open questions: [Questions or none]