

Shelter shift handoff

Fictional completed example

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

Facility: Cedar House (fictional) Date: September 8, 2026

Shift: 2–10 p.m. Outgoing: Jordan Incoming: Casey Count time: 10 p.m.

Bed picture

Total beds	Out of service	Occupied	Unoccupied holds	Open
24	2	19	1	2

Changes during the shift

Starting count	Admissions	Departures	Expected ending	Observed ending
18	3	2	19	19

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
Dryer out of service; use backup laundry schedule.	Jordan	Sep 9, 9 a.m.
Confirm maintenance appointment and update the log.	Casey	Sep 9, noon

Urgent items and unresolved differences

No count discrepancy. Dryer issue communicated verbally; no urgent escalation pending.

Incoming shift acknowledgment

Casey reviewed the bed count and open tasks with Jordan at 10:05 p.m.