

Hotel Address: _____

DAILY LOG			LOG DATE:
GUEST ROOM #	RESIDENTIAL GUEST ROOM (Not for tourist/transient use)	TOURIST GUEST ROOM	FIRST AND LAST NAME OF GUEST ROOM OCCUPANT (If guest room is vacant, write "VACANT")

Please list every guest room by room number in the column titled, "Guest Room #" above. For each guest room indicate how the room is occupied ("Residential" or "Tourist") by placing a check mark in the appropriate column above, next to the corresponding guest room number and provide the first and last names of the person who occupied the related guest room in the last column. If the guest room was not occupied write "VACANT" in the last column. **Note:** you must keep and maintain **Daily Logs, Weekly Reports** and corresponding **Receipts** at the Hotel indicated above per Sections 41.9 and 41.11 of Chapter 41 of the S. F. Administrative Code. **Rent rolls, tenant rolls or housekeeping logs do not satisfy the requirements of Chapter 41 and will not be accepted as Daily Logs.**