|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Facility:** |  |  |  | **Year \_\_\_\_\_\_\_\_** |
| Day = M, Tu, W, Th, F, Sa, Su | **1st QUARTER**  | **2nd QUARTER** | **3rd QUARTER** | **4th QUARTER** |
| **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** | **JULY** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** |
| 1st Shift | Location |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Day |  |  |  |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |  |  |  |  |
| Time |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2nd Shift | Location |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Day |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Time |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3rd Shift | Location |  |  |  |  |  |  |   |  |  |  |  |  |  |
| Day |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Time |  |  |  |  |  |  |  |  |  |  |  |  |  |

Date, time and location must vary so that no pattern is detectable in either the same month or shift. Only 2 of the 4 times in the same shift can be within 1½ hours of each other.