

GUARDING SERVICE MONTHLY PERFORMANCE REPORT TEMPLATE

NO.	Item	Quantity /Requirement	Shortfall	% performance rate	Remarks
1.	Guards	1042			
2.	Dogs & Handlers	51			
3.	Back alarm response time within 20 minutes	68			
4.	VHF Radios	155			
5.	Belly scopes	19			
6.	Guards Monitoring system	64			
7.	Guards Salary payment	Payment by 5 th of every month			
8.	Tents	46			
9.	Motor vehicles	18			
10.	Motor cycles	18			
11.	Service Review meetings attendance	Monthly			
12.	Fire-fighting equipment	Monthly inventory			

NO.	Item	Quantity /Requirement	Shortfall	% performance rate	Remarks
13.	Safeguarding and protecting KRA personnel	0% theft			
14.	Submission of management reports	Daily/Weekly/monthly			
15.	Metal detectors	231 stations			
16.	Spot light torches	944			
17.	Umbrellas	944			
18.	Hand gloves	At motor vehicle barriers			
19.	Full Uniform for each guard	<ul style="list-style-type: none"> • Sweater- 1 per guards • Trouser - 2 pair per guard • Shirt- 2 pair per guard • Cap - 1 pair per guard • Boot- 1 pair per guard • Lanyard/whistle- 1 pair per guard • Baton - 1 per guard 			

NO.	Item	Quantity /Requirement	Shortfall	% performance rate	Remarks
		<ul style="list-style-type: none"> • Neck tie- 1 per guard • Rain coat 1 per guard • Reflective jacket – 1 per guard 			
20.	Full time Contract Manager	1			
Average Performance score :					