STAFF CASH DECLARATION & FIRE SIGINING IN SHEET	All staff and must complete this record by: Logging with your shift manager when you start work Logging any break times each time you return to the bar **Any falsification of this record may lead to disciplinary action / end of contract.**	**THE CAUSE**

Day:	Date:	Venue:	Event:	

PRINT NAME (in full block capitals)	DEPARTMENT (e.g. Bars)	Time In	MGR Initial	Break out	break in	Time out	Manager initial	Total Hours	Staff sign at end of night	Manager sign at end of night	Entered on spreadsheet initial

Are all fire exits unlocked and clear of obsruction?　　　　　　　　　　　　　　Manager sign…………………………………………………………..