

A daily operating report with clear coverage

Reporting structure | Restaurant complex, Oman | 2015

THE RECORD

A contemporaneous daily workbook brings staffing, guest activity and operating exceptions into one recurring report. This extract reproduces the reporting categories as a new, anonymised register; no completed entries or performance figures are carried forward.

WHAT THE REPORT ASKS THE OPERATION TO RECORD

Staffing coverage	Staff on duty, scheduled time off and absence or sickness are separate reporting fields.
Guest activity	The report includes a full-day covers field.
Guest complaints	Guest complaints have their own reporting field, separate from the activity count.
Maintenance	Maintenance issues are recorded as a distinct operating category.
Cleaning	Cleaning has its own reporting section.
Suppliers and functions	Supplier updates and functions are separate reporting sections.

EVIDENCE BOUNDARY

The source supports the existence and coverage of the reporting method. It does not establish that every issue was resolved, that service improved, or that any financial target was achieved.

REDACTIONS APPLIED

Venue and entity names, staff and guest identities, individual attendance or performance entries, comments, confidential figures and event-specific details have been omitted.

Daily operating report | 2015 | GGB role: operational reporting, implementation oversight and performance control | redacted for publication

GGB Consulting · [ggb.consulting/work/documents/daily-operating-control-extract](#) · a published, anonymised extract of GGB's project record