**Room**: The room numbers or names the students are assigned to. Highlighting the assigned area on a map then taping it to a clipboard the students take with them is helpful.

**Daily Totals**: Add the ✓, O, ✗ down each column. This daily information gives you an idea of the times of day when energy conservation is good and times that need more concentration.

**Monthly Totals**: Add the ✓, O, ✗ across the month for each room. This information should be used for thank you note distribution and calculating the Zero Hero.

**Record Key**: The key to the ✓, O, ✗ system is listed at the bottom of the patrol record for quick reference.

**Time Codes**: There are six time codes listed at the bottom of the patrol record. You may want to come up with time codes of your own.

**Name**: The names of the students assigned to the patrol record.