**Data Intake Form: Basic Check Sheet**

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| **Name of Data Recorder:** | Peter the Anteater |
| **Location:** | Aldrich Hall |
| **Data Collection Dates:** | Feb. 5 – 9, 2024\_ |

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| --- | --- | --- | --- | --- | --- | --- |
| **Defect Types/**  **Event Occurrence** | **Monday,**  **Feb. 5, 2024** | **Tuesday,**  **Feb. 6, 2024** | **Wednesday,**  **Feb. 7, 2024** | **Thursday,**  **Feb. 8, 2024** | **Friday,**  **Feb. 9, 2024** | **Total** |
| Incorrect Address | || |  | I |  |  | **3** |
| Incorrect SSN |  | | |  |  |  | **1** |
| Missing First Name | I |  |  | I |  | **2** |
| Missing Last Name | I |  |  |  |  | **1** |
| Illegible Name |  | III |  | II | I | **6** |
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| **Total** | **4** | **4** | **1** | **3** | **1** | **13** |