

DECEMBER						H	JANUARY 2013							FEBRUARY							
M	Т	W	Т	F	S		Su	Мо	Tu	We	Th	Fr	Sa		S	М	Т	W	Т	F	
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7	18	19	20	21	22		20	21	22	23	24	25	26		17	18	19	20	21	22	2
4 2	25	26	27	28	29		27	28	29	30	31				24	25	26	27	28		
11																					

	verview Of What Happened Today	1 AW		MID	PM
SCHEDULED ARRIVA	LS SCHEDULED DEPARTURES	AM MGR	MID N		TMGR
		HOUSEKEEPING ST	AFF TIME IN HOUS	SEKEEPING STAFF TIME IN HO	USEKEEPING STAFF TIME I
		HOUSEKEEPING ST	AFF TIME IN HOUS	SEKEEPING STAFF TIME IN THO	OUSEKEEPING STAFF TIME
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		HOUSEKEEPING ST	AFF TIME IN HOUS	SEKEEPING STAFF TIME IN	USEKEEPING STAFF TIME
TO	MORROW'S SCHEDULE CHECKED FOR CHANGES/OPPORTUNITIES	HOUSEKEEPING ST	AFF TIME IN HOUS	SEKEEPING STAFF TIME IN	USEKEEPING STAFF TIME
	_				
\	CHECKOUTS Cheduled late checkouts, plan according	Initials	Initials Initial	Initials	
	ONAL INFORMATION	gry	ROOM# ADI	DITIONAL INFORMATION	
OM# ADDITI	ONAL INFORMATION		ROOM#	DITIONAL INFORMATION	
OM # ADDITI	ONAL INFORMATION		ROOM#	COMML	.OG
				HOUSEKEEF	ING LOG
OM# ADDITI	ONAL INFORMATION		ROOM#	8.5" X	11"
	PS IN-HOUSE and organized for large group arrivals	Initials	Initials		
OUP NAME		ROOMS # OF NIGHTS	SPECIAL INSTRUC	©2012 COMMI	
OUP NAME	CHECK-IN TIME # OF F	ROOMS # OF NIGHTS	SPECIAL INSTRUC	800-962-6 WWW.COMML	
OUP NAME	CHECK-IN TIME # OF F	ROOMS # OF NIGHTS	SPECIAL INSTRUCTIONS		
OUP NAME	CHECK-IN TIME # OF F	ROOMS # OF NIGHTS	SPECIAL INSTRUCTIONS		
OUT NAME	CHEOTORY TIME # OF F	WOOMS # OF WIGHTS	or Edial Institutions		
a LOCT	FOUND	Initials Initials	Initials Initial	is Initials	
Items Lost, It	ems Turned In, etc				
OM # ITEM D	DESCRIPTION		FOUND BY	CLAIMED CL YES NO	AIMED BY
OM# ITEM D	DESCRIPTION		FOUND BY	CLAIMED CL YES NO	AIMED BY
OM# ITEM D	DESCRIPTION		FOUND BY	CLAIMED CL	AIMED BY
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ON #	FRADIATION		FOUND DV	YES NO	
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\$ ROOM Note any roor	DESCRIPTION		FOUND BY	CLAIMED CL YES NO CLAIMED CL YES NO	AIMED BY CHARGED
S ROOM Note any roor GUEST	DAMAGE / LOSS In damage or missing items	DESCRIPTION	FOUND BY	CLAIMED CL YES NO CLAIMED CL YES NO s Initials	AIMED BY CHARGED
ROOM# ROOM Note any roor GUEST	DAMAGE / LOSS In damage or missing items IT NAME DAMAGE / LOSS TO DAMAGE / LOSS	DESCRIPTION	FOUND BY	CLAIMED CL YES NO CLAIMED CL YES NO S Initials NOTED BY	CHARGED YES NO CHARGED YES NO
ROOM# ROOM Note any roor GUEST	DAMAGE / LOSS In damage or missing items TNAME DAMAGE / LOSS	DESCRIPTION	FOUND BY	CLAIMED CL YES NO CLAIMED CL YES NO S Initials NOTED BY	CHARGED YES NO CHARGED YES NO CHARGED YES NO CHARGED
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		Initials	Initials	Initials	Initials	Initials			TO DO	$\sqrt{}$
ITEM								aning, special project IGNED TO		PLETED
ITEM							ASS	IGNED TO	СОМ	IPLETED
ITEM								IGNED TO		IPLETED
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			Initials	Initials	Initials	Initials		Equipment or Suppose VENDOR	RDERS olies To Order	
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VENDOR	OR	DERED VENDOR		ORDERED	VENDO	DR	ORDERED	VENDOR	ORDERED	
		Initials	Initials	Initials	Initials	Initials	Tow	QUESTS / I els, Pillows, Toiletries	Laundry, etc.	\$
TIME	ROOM#	REQUEST DETAILS					ASSIGNED	<u> </u>	СОМ	PLETED
TIME	ROOM#	REQUEST DETAILS					ASSIGNED	ro .	СОМ	IPLETED
TIME	ROOM#	REQUEST DETAILS					ASSIGNED	70	СОМ	IPLETED
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TIME	ROOM#	REQUEST DETAILS					ASSIGNED	го	СОМ	IPLETED
		Initials	Initials	Initials	Initials	Initials	VOTES TO	FROM MAI	VAGER	Z.
								highlights, items to be		Ø
	-	HOUSEK	FFPIN	IG I OG	-					
			GES PER D		-					
		8	.5" x 11"		_					