

DECEMBER							JANUARY 2013							FEBRUARY							
S	M	T	W	T	F	S	Su	Mo	Tu	We	Th	Fr	Sa	S	M	T	W	T	F	S	
						1			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			
30	31																				

**SHIFT AT A GLANCE**  
High Level Overview Of What Happened Today

Initials  Initials  Initials  Initials  Initials

**SCHEDULED ARRIVALS**

**SCHEDULED DEPARTURES**

AM	
AM MGR	
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN

MID	
MID MGR	
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN

PM	
PM MGR	
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN
HOUSEKEEPING STAFF	TIME IN

TOMORROW'S SCHEDULE CHECKED FOR CHANGES/OPPORTUNITIES

**LATE CHECKOUTS**  
Note any scheduled late checkouts, plan accordingly

Initials  Initials  Initials  Initials  Initials

ROOM #	ADDITIONAL INFORMATION	ROOM #	ADDITIONAL INFORMATION
ROOM #	ADDITIONAL INFORMATION	ROOM #	ADDITIONAL INFORMATION
ROOM #	ADDITIONAL INFORMATION	ROOM #	ADDITIONAL INFORMATION
ROOM #	ADDITIONAL INFORMATION	ROOM #	ADDITIONAL INFORMATION
ROOM #	ADDITIONAL INFORMATION	ROOM #	ADDITIONAL INFORMATION

**COMMLOG**  
**HOUSEKEEPING LOG**  
**8.5" X 11"**

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**GROUPS IN-HOUSE**  
Be prepared and organized for large group arrivals

Initials  Initials  Initials

GROUP NAME	CHECK-IN TIME	# OF ROOMS	# OF NIGHTS	SPECIAL INSTRUCTIONS
GROUP NAME	CHECK-IN TIME	# OF ROOMS	# OF NIGHTS	SPECIAL INSTRUCTIONS
GROUP NAME	CHECK-IN TIME	# OF ROOMS	# OF NIGHTS	SPECIAL INSTRUCTIONS
GROUP NAME	CHECK-IN TIME	# OF ROOMS	# OF NIGHTS	SPECIAL INSTRUCTIONS

**LOST / FOUND**  
Items Lost, Items Turned In, etc

Initials  Initials  Initials  Initials  Initials

ROOM #	ITEM DESCRIPTION	FOUND BY	CLAIMED	CLAIMED BY
ROOM #	ITEM DESCRIPTION	FOUND BY	YES NO	CLAIMED CLAIMED BY
ROOM #	ITEM DESCRIPTION	FOUND BY	YES NO	CLAIMED CLAIMED BY
ROOM #	ITEM DESCRIPTION	FOUND BY	YES NO	CLAIMED CLAIMED BY
ROOM #	ITEM DESCRIPTION	FOUND BY	YES NO	CLAIMED CLAIMED BY
ROOM #	ITEM DESCRIPTION	FOUND BY	YES NO	CLAIMED CLAIMED BY
ROOM #	ITEM DESCRIPTION	FOUND BY	YES NO	CLAIMED CLAIMED BY

**ROOM DAMAGE / LOSS**  
Note any room damage or missing items

Initials  Initials  Initials  Initials  Initials

ROOM #	GUEST NAME	DAMAGE / LOSS DESCRIPTION	NOTED BY	CHARGED
ROOM #	GUEST NAME	DAMAGE / LOSS DESCRIPTION	NOTED BY	YES NO
ROOM #	GUEST NAME	DAMAGE / LOSS DESCRIPTION	NOTED BY	YES NO
ROOM #	GUEST NAME	DAMAGE / LOSS DESCRIPTION	NOTED BY	YES NO
ROOM #	GUEST NAME	DAMAGE / LOSS DESCRIPTION	NOTED BY	YES NO
ROOM #	GUEST NAME	DAMAGE / LOSS DESCRIPTION	NOTED BY	YES NO
ROOM #	GUEST NAME	DAMAGE / LOSS DESCRIPTION	NOTED BY	YES NO

Initials  Initials  Initials  Initials  Initials

**TO DO** ✓

Daily or weekly cleaning, special projects or tasks, etc

ITEM	ASSIGNED TO	COMPLETED
ITEM	ASSIGNED TO	COMPLETED
ITEM	ASSIGNED TO	COMPLETED
ITEM	ASSIGNED TO	COMPLETED
ITEM	ASSIGNED TO	COMPLETED

Initials  Initials  Initials  Initials  Initials

**ORDERS**

Equipment or Supplies To Order

VENDOR	ORDERED	VENDOR	ORDERED	VENDOR	ORDERED	VENDOR	ORDERED
VENDOR	ORDERED	VENDOR	ORDERED	VENDOR	ORDERED	VENDOR	ORDERED

Initials  Initials  Initials  Initials  Initials

**GUEST REQUESTS / ISSUES**

Towels, Pillows, Toiletries, Laundry, etc.

TIME	ROOM #	REQUEST DETAILS	ASSIGNED TO	COMPLETED
TIME	ROOM #	REQUEST DETAILS	ASSIGNED TO	COMPLETED
TIME	ROOM #	REQUEST DETAILS	ASSIGNED TO	COMPLETED
TIME	ROOM #	REQUEST DETAILS	ASSIGNED TO	COMPLETED
TIME	ROOM #	REQUEST DETAILS	ASSIGNED TO	COMPLETED
TIME	ROOM #	REQUEST DETAILS	ASSIGNED TO	COMPLETED

Initials  Initials  Initials  Initials  Initials

**NOTES TO / FROM MANAGER**

Shift highlights, items to be aware of, etc

**HOUSEKEEPING LOG**  
2 PAGES PER DAY  
8.5" x 11"