



Housekeeping Task Sheet

Task Sheet 09.05.04/FS,LT,WATER/1

Attendant Id and Name /

Task Details

Task Sheet No. 1

Auto Generated Y

Instructions Full Cleaning Service required for Room Light Touch Cleaning required for Room Water Plants

Room Details

Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
1050	DI	01	01	Stayover		Occupied	1	09.03.04	09:03	09.21.04	00:00	1		FS(Linen Change)

Total for Attendant -

Total Rooms 1

Total Adults 1

Total Children

Departure Rooms

Dirty 1

@ Sleep # Skip ! Arrival



Housekeeping Task Sheet

Task Sheet 09.05.04/FS,LT,WATER/2

Attendant Id and Name /

Task Details

Task Sheet No. 2

Auto Generated Y

Instructions Full Cleaning Service required for Room Light Touch Cleaning required for Room Water Plants

Room Details

Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
1051	DI	01	01			Vacant								FS(Linen Change)

Total for Attendant -

Total Rooms 1

Total Adults

Total Children

Departure Rooms

Dirty 1

@ Sleep # Skip ! Arrival



Housekeeping Task Sheet

Task Sheet 09.05.04/FS,LT,WATER/3

Attendant Id and Name /

Task Details

Task Sheet No. 3

Auto Generated Y

Instructions Full Cleaning Service required for Room Light Touch Cleaning required for Room Water Plants

Room Details

Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
1052	DI	01	01			Vacant								FS(Linen Change)

Total for Attendant -

Total Rooms 1

Total Adults

Total Children

Departure Rooms

Dirty 1

@ Sleep # Skip ! Arrival



Housekeeping Task Sheet

Task Sheet 09.05.04/FS,LT,WATER/4

Attendant Id and Name /

Task Details

Task Sheet No. 4

Auto Generated Y

Instructions Full Cleaning Service required for Room Light Touch Cleaning required for Room Water Plants

Room Details

Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
1053	DI	01	01			Vacant								FS(Linen Change)

Total for Attendant -

Total Rooms 1

Total Adults

Total Children

Departure Rooms

Dirty 1

@ Sleep # Skip ! Arrival



Housekeeping Task Sheet

Task Sheet 09.05.04/FS,LT,WATER/5

Attendant Id and Name /

Task Details

Task Sheet No. 5

Auto Generated Y

Instructions Full Cleaning Service required for Room Light Touch Cleaning required for Room Water Plants

Room Details

Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
1054	DI	01	01			Vacant								FS(Linen Change)

Total for Attendant -

Total Rooms 1

Total Adults

Total Children

Departure Rooms

Dirty 1

@ Sleep # Skip ! Arrival



Housekeeping Task Sheet

Task Sheet 09.05.04/FS,LT,WATER/6

Attendant Id and Name /

Task Details

Task Sheet No. 6

Auto Generated Y

Instructions Full Cleaning Service required for Room Light Touch Cleaning required for Room Water Plants

Room Details

Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
1055	DI	01	01			Vacant								FS(Linen Change)
1056	DI	01	01			Vacant								FS(Linen Change)
1057	DI	01	01			Vacant								FS(Linen Change)
1058	DI	01	01	Stayover		Occupied		09.03.04	09:08	09.19.04	00:00	2		
1059	DI	01	01	Stayover		Occupied	6	09.03.04	09:11	12.04.04	00:00	1	3	LT
1060	DI	01	01	Stayover		Occupied	1	09.03.04	09:34	10.13.04	00:00	1		FS(Linen Change)
1061	DI	01	01			Vacant								FS(Linen Change)
1062	DI	01	01			Vacant								FS(Linen Change)
1063	DI	01	01			Vacant								FS(Linen Change)
1064	DI	01	01			Vacant								FS(Linen Change)
1065	DI	01	01			Vacant								FS(Linen Change)
1066	DI	01	01			Vacant								FS(Linen Change)
1067	DI	01	01			Vacant								FS(Linen Change)
1068	DI	01	01			Vacant								FS(Linen Change)
1069	DI	01	01			Vacant								FS(Linen Change)
1070	DI	01	01	Arrived		Occupied	1	09.05.04	09:23	09.20.04	00:00	1		
2010	DI	02	02			Vacant								FS(Linen Change)
2011	DI	02	02	Stayover		Occupied		09.01.04	16:05	09.06.04	10:08	2		
2012	DI	02	02	Stayover		Occupied		09.03.04	09:40	09.18.04	00:00	1		LT
2013	DI	02	02			Vacant								FS(Linen Change)
2014	DI	02	02			Vacant								FS(Linen Change)
2015	DI	02	02			Vacant								FS(Linen Change)
2016	DI	02	02			Vacant								FS(Linen Change)
2017	DI	02	02			Vacant								FS(Linen Change)
2018	DI	02	02			Vacant								FS(Linen Change)
2019	DI	02	02			Vacant								FS(Linen Change)
2020	DI	02	02			Vacant								FS(Linen Change)
2021	DI	02	02			Vacant								FS(Linen Change)
2022	DI	02	02			Vacant								FS(Linen Change)
2023	DI	02	02			Vacant								FS(Linen Change)



Housekeeping Task Sheet

Task Sheet 09.05.04/FS,LT,WATER/6

Attendant Id and Name /

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Task Sheet No. 6

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Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
2024	DI	02	02			Vacant								FS(Linen Change)
2025	DI	02	02			Vacant								FS(Linen Change)
2026	DI	02	02			Vacant								FS(Linen Change)
2027	DI	02	02			Vacant								FS(Linen Change)
2028	DI	02	02			Vacant								FS(Linen Change)
2029	DI	02	02			Vacant								FS(Linen Change)
2030	DI	02	02			Vacant								FS(Linen Change)
2031	DI	02	02			Vacant								FS(Linen Change)
2032	DI	02	02			Vacant								FS(Linen Change)
2033	DI	02	02			Vacant								FS(Linen Change)
2034	DI	02	02			Vacant								FS(Linen Change)
2035	DI	02	02			Vacant								FS(Linen Change)
2036	DI	02	02			Vacant								FS(Linen Change)
2037	DI	02	02			Vacant								FS(Linen Change)
2038	DI	02	02			Vacant								FS(Linen Change)
2039	DI	02	02			Vacant								FS(Linen Change)
2040	DI	02	02			Vacant								FS(Linen Change)
2050	DI	02	02			Vacant								FS(Linen Change)
2051	DI	02	02	Stayover		Occupied		09.01.04	16:09	10.18.04	00:00	2		LT
2052	DI	02	02			Vacant								FS(Linen Change)
2053	DI	02	02	Stayover		Occupied		09.01.04	16:09	09.19.04	00:00	2		LT
2054	DI	02	02	Stayover		Occupied		09.01.04	16:06	09.10.04	00:00	2		LT
2055	DI	02	02	Stayover		Occupied		09.01.04	16:09	11.20.04	00:00	2		LT
2056	DI	02	02	Due Out		Occupied		09.01.04	16:05	09.05.04	00:00	2		FS(Linen Change)
2057	DI	02	02	Arrived		Occupied		09.05.04	15:22	09.23.04	00:00	1		
2058	DI	02	02			Vacant								FS(Linen Change)
2059	DI	02	02			Vacant								FS(Linen Change)
2060	DI	02	02	Stayover		Occupied		09.01.04	16:06	10.13.04	00:00	2		LT
2061	DI	02	02			Vacant								FS(Linen Change)
2062	DI	02	02	Stayover		Occupied		09.01.04	16:04	09.17.04	00:00	2		LT



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Task Sheet 09.05.04/FS,LT,WATER/6

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Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
2063	DI	02	02			Vacant								FS(Linen Change)
2064	DI	02	02	Stayover		Occupied		09.01.04	16:08	09.26.04	00:00	2		LT
2065	DI	02	02			Vacant								FS(Linen Change)
2066	DI	02	02	Arrived		Occupied		09.05.04	15:24	11.08.04	00:00	1		
2067	DI	02	02	Stayover		Occupied		09.01.04	16:10	09.17.04	00:00	2		LT
2068	DI	02	02	Stayover		Occupied		09.01.04	16:07	09.18.04	00:00	2		LT
2069	DI	02	02			Vacant								FS(Linen Change)
2070	DI	02	02	Stayover		Occupied		09.01.04	16:07	09.17.04	00:00	2		LT
3010	DI	03	03			Vacant								FS(Linen Change)
3011	DI	03	03			Vacant								FS(Linen Change)
3012	DI	03	03			Vacant								FS(Linen Change)
3013	DI	03	03			Vacant								FS(Linen Change)
3014	DI	03	03			Vacant								FS(Linen Change)
3015	DI	03	03			Vacant								FS(Linen Change)
3016	DI	03	03			Vacant								FS(Linen Change)
3017	DI	03	03			Vacant								FS(Linen Change)
3018	DI	03	03			Vacant								FS(Linen Change)
3019	DI	03	03			Vacant								FS(Linen Change)
3020	DI	03	03			Vacant								FS(Linen Change)
3021	DI	03	03			Vacant								FS(Linen Change)
3022	DI	03	03	Stayover		Occupied		09.03.04	09:40	10.23.04	00:00	1		LT
3023	DI	03	03			Vacant								FS(Linen Change)
3024	DI	03	03			Vacant								FS(Linen Change)
3025	DI	03	03			Vacant								FS(Linen Change)
3026	DI	03	03			Vacant								FS(Linen Change)
3027	DI	03	03			Vacant								FS(Linen Change)
3028	DI	03	03			Vacant								FS(Linen Change)
3029	DI	03	03			Vacant								FS(Linen Change)
3030	DI	03	03			Vacant								FS(Linen Change)
3031	DI	03	03			Vacant								FS(Linen Change)



Housekeeping Task Sheet

Task Sheet 09.05.04/FS,LT,WATER/6

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Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
3032	DI	03	03			Vacant								FS(Linen Change)
3033	DI	03	03	Stayover		Occupied		09.03.04	09:42	10.15.04	00:00	1		LT
3034	DI	03	03	Arrived		Occupied	1	09.05.04	15:21	10.22.04	00:00	1		
3035	DI	03	03			Vacant								FS(Linen Change)
3036	DI	03	03			Vacant								FS(Linen Change)
3037	DI	03	03			Vacant								FS(Linen Change)
3038	DI	03	03			Vacant								FS(Linen Change)
3039	DI	03	03			Vacant								FS(Linen Change)
3040	DI	03	03			Vacant								FS(Linen Change)
4010	DI	04	04			Vacant								FS(Linen Change)
4011	DI	04	04	Arrived		Occupied		09.05.04	09:23	09.19.04	00:00	1		
4012	DI	04	04			Vacant								FS(Linen Change)
4013	DI	04	04			Vacant								FS(Linen Change)
4014	DI	04	04			Vacant								FS(Linen Change)
4015	DI	04	04			Vacant								FS(Linen Change)
4016	DI	04	04			Vacant								FS(Linen Change)
4017	DI	04	04			Vacant								FS(Linen Change)
4018	DI	04	04			Vacant								FS(Linen Change)
4019	DI	05	05			Vacant								FS(Linen Change)
4020	DI	05	05			Vacant								FS(Linen Change)
4021	DI	04	04			Vacant								FS(Linen Change)
4022	DI	04	04			Vacant								FS(Linen Change)
4023	DI	04	04			Vacant								FS(Linen Change)
4024	DI	04	04			Vacant								FS(Linen Change)
4025	DI	04	04			Vacant								FS(Linen Change)
4026	DI	04	04			Vacant								FS(Linen Change)
4027	DI	04	04			Vacant								FS(Linen Change)
4028	DI	04	04			Vacant								FS(Linen Change)
4029	DI	04	04			Vacant								FS(Linen Change)
4030	DI	04	04			Vacant								FS(Linen Change)



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Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
4031	DI	04	04			Vacant								FS(Linen Change)
4032	DI	04	04			Vacant								FS(Linen Change)
4033	DI	04	04			Vacant								FS(Linen Change)
4034	DI	04	04			Vacant								FS(Linen Change)
4035	DI	04	04			Vacant								FS(Linen Change)
4036	DI	04	04			Vacant								FS(Linen Change)
4037	DI	04	04			Vacant								FS(Linen Change)
4038	DI	04	04			Vacant								FS(Linen Change)
4039	DI	04	04			Vacant								FS(Linen Change)
4040	DI	04	04			Vacant								FS(Linen Change)
5071	DI	05	05			Vacant								FS(Linen Change)
5072	DI	05	05			Vacant								FS(Linen Change)
5073	DI	05	05			Vacant								FS(Linen Change)
5074	DI	05	05			Vacant								FS(Linen Change)
5075	DI	05	05			Vacant								FS(Linen Change)
5076	DI	05	05			Vacant								FS(Linen Change)
5077	DI	05	05			Vacant								FS(Linen Change)
5078	DI	05	05			Vacant								FS(Linen Change)
5079	DI	05	05			Vacant								FS(Linen Change)
5080	DI	05	05			Vacant								FS(Linen Change)
5081	DI	05	05			Vacant								FS(Linen Change)
5082	DI	05	05			Vacant								FS(Linen Change)
5083	DI	05	05			Vacant								FS(Linen Change)
5084	DI	05	05			Vacant								FS(Linen Change)
5085	DI	05	05			Vacant								FS(Linen Change)
5086	DI	05	05			Vacant								FS(Linen Change)
5087	DI	05	05			Vacant								FS(Linen Change)
5088	DI	05	05			Vacant								FS(Linen Change)
5089	DI	05	05			Vacant								FS(Linen Change)
5090	DI	05	05			Vacant								FS(Linen Change)



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Instructions Full Cleaning Service required for Room Light Touch Cleaning required for Room Water Plants

Room Details

Room No	Room Status	Section AM	Section PM	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep. Time	Adl.	Chl	Tasks
Total for Attendant		-												
Total Rooms			150											
Total Adults			36											
Total Children			3											
Departure Rooms			1											
Dirty			150											

@ Sleep # Skip ! Arrival



Housekeeping Task Sheet

Report Summary

Date	Task Sheet No.	Attendant	Total Rooms	Dirty Rooms	Pickup Rooms	Clean Rooms	Departure Rooms	Adults
09.05.04	1		1	1	0	0	0	1
	2		1	1	0	0	0	
	3		1	1	0	0	0	
	4		1	1	0	0	0	
	5		1	1	0	0	0	
	6		150	150	0	0	1	36
Total	6		155	155	0	0	1	37