

Housekeeping Task Sheet

01/04/06

10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/1
Attendant Id and Name	
Task Details	
Task Sheet No.	1 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room	Room Type PM Sect	Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time	Departure	e Time	Adl		Tasks / Room Instructions
 106	DLX	DI	VAC								
107	DLX	DI	VAC								
109	DLX	DI	VAC	Arrival	04/07		n, John				Tasks:TOTCLEAN(Linen Change)
111	DLX	DI	VAC	01/04/06	01/07	7/06					
113	DLX	DI	VAC								
115	DLX	DI	VAC								
117	DLX	DI	VAC								
119	DLX	DI	VAC								

Task Date From 01/04/06 to 01/04/06 Attendant: Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP Show Guest Name: Y Show Due Outs Only: N
Show Specials: Y Show HouseUse:
Use Priority: Y Show Block Code: Y Show Native Name:

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Opera Demo Hotel, Small Housekeeping Task Sheet

01/04/06

10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/1
Attendant Id and Name	
Task Details	
Task Sheet No.	1 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Ro		Room Type PM Sect	Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time D	Departure	Time	Adl	/IP Spec	Tasks / Room Instructions
11	1919	DLX	DI	VAC								
		EAST	EAST									
11	1920	DLX	DI	VAC								
		EAST	EAST									
12	21	DLX	DI	VAC								
@ 12	221	DBL	DI	VAC								
12	222	DBL	DI	VAC								
12	23	DLX	DI	VAC	Arrival		Watkins	s, Daniel				Tasks:TOTCLEAN(Linen Change)
				AM	01/04/06	01/07	7/06	1				
12	25	DLX	DI	VAC								



Housekeeping Task Sheet

01/04/06

10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/1
Attendant Id and Name	
Task Details	
Task Sheet No.	1 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.
Room Details	
Room Room Type Roo	om Status, EO Status, Resy Status, Title Name VIP, Tasks / Room Instructions

Room	Room Type	Room Status	FO Status	Resv Status	Title	Name					VIP	rasks / Room insti	ructions
	PM Sect	AM Sect		Nat	Arrival	Time Dep	oarture	Time	Adl	Chl	Spec	ials	
Total for A	ttendant			-									
Total Room	ıs	15											
Departure F	Rooms	0											
Total Adults	5	2											
Total Childr	en												
Dirty		15											



01/04/06 10:26 AM

Housekeeping Task Sheet

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/2
Attendant Id and Name	
Task Details	
Task Sheet No.	2 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room	Room Type	Room Status	FO Status	Resv Status	Title	Name				VIP	Tasks / Room Instructions
	PM Sect	AM Sect		Nat	Arrival	Time Departure	Time	Adl	Chl	Spec	ials
301	TK	DI	VAC								
302	TK	DI	VAC								
303	TK	DI	VAC								
304	TK	DI	VAC								
305	TK	DI	VAC								
306	TK	DI	VAC								
307	TK	DI	VAC								
308	TK	DI	VAC								

Housekeeping Task Sheet

01/04/06 10:26 AM

Task Sheet

Attendant Id and Name

Task Details

Task Sheet No.

Auto Generated
Instructions

Uight Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room	Room Type	Room Status	FO Status	Resv Status	Title	Name				VIP	Tasks / Room Instructions
	PM Sect	AM Sect		Nat	Arrival	Time Departu	re Time	Adl	Chl	Spec	ials
309	TK	DI	VAC								
310	TK	DI	VAC								
311	TK	DI	VAC								
312	TK	DI	OCC	Stayover 01/03/06 0	9:43 01/05	Riverview Farr 5/06	ns 1				Tasks:TURNDOWN
	Block Code	S&C_CE									
313	TK	DI	OCC	Stayover 01/03/06 0	9:43 01/05	Riverview Farr 5/06	ns 1				Tasks:TURNDOWN
	Block Code	S&C_CE									
315	TK	DI	VAC								
316	TK	DI	VAC								



Housekeeping Task Sheet

01/04/06

10:26 AM

Tack Shoo	Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/2														
		01/04/	00/1101661	\ULLO,L1,\UI	IIOSTATI	LDOCK, I O I CLLAI	v, i Oixi	NDO	vin, v	ΑΟ, ι	V II / /	_			
	d and Name			/											
Task Detai	ils														
Task Shee	t No.	2	2 Completed Date												
Auto Gene	rated	Υ	Υ												
Instructions	6	bathro	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.												
Room Deta	ails														
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name			,	VIP	Ta	sks / R	oom Ir	structi	ons
	PM Sect	AM Sect		Nat	Arrival	Time Departure	Time	Adl	Chl	Spec	cials				
Total for A	ttendant			-											
Total Room	ns	15													
Departure I	D	0													

Total Children

Total Adults

Dirty

15

2

@ Sleep # Skip ! Arrival

Task Date From 01/04/06 to 01/04/06 Attendant: HOTEL RULES, LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP Task Code: Show Guest Name: Y Show Due Outs Only: N Show Specials: Y Show HouseUse:



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Housekeeping Task Sheet

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/3
Attendant Id and Name	
Task Details	
Task Sheet No.	3 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room		Room Status	FO Status			Name	Time	الہ ۸			Tasks / Room Instructions
	PM Sect	AM Sect		Nat	Arrival	Time Departure	rime	Adi	Cni	Spec	alais
317	TK	DI	VAC								
318	TK	DI	VAC								
319	TK	DI	VAC								
320	TK	DI	VAC								
321	TK	DI	VAC								
322	TK	DI	VAC								
323	TK	DI	VAC								
324	TK	DI	VAC								

Task Date From 01/04/06 to 01/04/06 Attendant: Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP Show Guest Name: Y Show Due Outs Only: N
Show Specials: Y Show HouseUse:
Use Priority: Y Show Block Code: Y Show Native Name:



01/04/06 10:26 AM

Housekeeping Task Sheet

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/3
Attendant Id and Name	
Task Details	
Task Sheet No.	3 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Roo	m Room Type PM Sect	Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time Depart	ure Tin	ne Adl		Tasks / Room Instructions
325	TK	DI	VAC			·			•	
326	TD	DI	VAC							
327	TD	DI	VAC							
328	TD	DI	VAC							
329	TD	DI	VAC							
330	TD	DI	VAC							
331	TD	DI	VAC							

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Housekeeping Task Sheet

01/04/06

10:26 AM

	d and Name	01/04/	06/HOTEL	RULES,LT,OH /	HIOSTATE	BUCK,TOTCLEAN,TUR	NDOV	VN,∨	/AC,\	/IP/3		
Task Detai Task Sheet		2			`ampleted	Doto						
			3 Completed Date									
Auto Gene		Ĭ	Y									
Instructions Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.												
Room Deta	ails											
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name			VIP	Tasks / Room Instructions		
	PM Sect	AM Sect		Nat	Arrival	Time Departure Time	Adl	Chl	Spec	cials		
Total for A	ttendant			-								
Total Room	าร	15										
Departure F	Rooms	0										
Total Adults	S											
Total Childi	ren											
Dirty		15										

Housekeeping Task Sheet

01/04/06 10:26 AM

Task Sheet

Attendant Id and Name

Task Details

Task Sheet No.

Auto Generated

Instructions

Ulight Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room	Room Type PM Sect	Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time D	Departure	Time	Adl			Tasks / Room Instructions ials
332	TD	DI	VAC									
333	TD	DI	VAC									
334	TD	DI	VAC									
335	TD	DI	VAC									
344	DLX	DI	OCC	Stayover 01/02/06	10:52 01/0		an, Jonath 1	an		,	5	Tasks:VIP
402	CK	DI	VAC									Room Conditions:GENERAL
403	CK	DI	VAC									Room Conditions:GENERAL

Housekeeping Task Sheet

01/04/06 10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/4
Attendant Id and Name	
Task Details	
Task Sheet No.	4 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room	Room Type	Room Status	FO Status	Resv Status	Title	Name				V	/IP Tasks / Room Instructions
	PM Sect	AM Sect		Nat	Arrival	Time D	Departure	Time	Adl	Chl S	Specials
404	CK	DI	VAC								Room Conditions:GENERAL
405	CK	DI	VAC								Room Conditions:GENERAL
406	CK	DI	VAC								Room Conditions:GENERAL
408	CK	DI	VAC								
409	CK	DI	OCC	Stayover 01/03/06 0	9:42 01/05	k;'k'lk' 5/06	1				Tasks:LT
410	CK	DI	VAC								Room Conditions:SHOW
411	CK	DI	VAC								

Housekeeping Task Sheet

01/04/06

10:26 AM

Task Shee	et	01/04/	06/HOTEL	RULES,LT,OI	HIOSTATE	BUCK,TOTCLEAN	N,TURN	1DO/	VN,VA	۱C,۷	/IP/4
Attendant le	d and Name			1							
Task Detai	ils										
Task Sheet	t No.	4		C	Completed	Date					
Auto Genei	rated	Υ			-						
Instructions Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.											
Room Deta	ails										
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name			V	ΊP	Tasks / Room Instructions
	PM Sect	AM Sect		Nat	Arrival	Time Departure	Time	Adl	Chl S	Spec	cials
412	CK	DI	VAC								
Total for A	ttendant			-							
Total Room	าร	15									
Departure F	Rooms	0									
Total Adults	S	2									

@ Sleep

Dirty

Total Children

Skip

! Arrival

15



Task Sheet

Task Details Task Sheet No. **Auto Generated** Instructions

Attendant Id and Name

Opera Demo Hotel, Small Housekeeping Task Sheet

01/04/06

10:26 AM

L RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/5	
Completed Date	
oom Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect es. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery	
r	room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect

drapes.

Room Details

Room	Room Type	Room Status	FO Status	Resv Status	Title	Name				•	VIP	Tasks / Room Instructions
	PM Sect	AM Sect		Nat	Arrival	Time	Departure	Time	Adl	Chl	Spec	cials
413	CK	DI	VAC									
415	CK	DI	VAC									
416	CK	DI	VAC									
417	CK	DI	OCC	Stayover 01/02/06 0	02:34 01/06		OON, JEFF 1				1	Tasks:LT
	Block Code	S&C_0106										
418	CK	DI	VAC	Departed		Barnw	ell, Beth					Tasks:TOTCLEAN(Linen Change)
				01/01/06	01/04	4/06 (03:46 1					
420	CK	DI	VAC									
421	CK	DI	VAC	Arrival			els, Eddie					Tasks:TOTCLEAN(Linen Change)
				01/04/06	01/04	4/06	1					

Task Date From 01/04/06 to 01/04/06 Attendant: HOTEL RULES, LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP Task Code: Show Guest Name: Y Show Due Outs Only: N Show Specials: Y Show HouseUse:

Use Priority: Y Show Block Code: Y Show Native Name:

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01/04/06

Housekeeping Task Sheet 10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/5
Attendant Id and Name	
Task Details	
Task Sheet No.	5 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room		Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time Departu	ıre Time	Adl			Tasks / Room Instructions ials
501	DLX	DI	OCC	Stayover 01/02/06	10:14 01/05	* GIFFI, HARF 5/06	₹Y 2				Tasks:VIP
503	DLX	DI	VAC								
507	DLX	DI	VAC								
509	DLX	DI	VAC								
511	DLX	DI	OCC	Stayover 01/03/06 (09:45 01/06	Slater, Gary 5/06	1		•	1	Tasks:VIP
513	DLX	DI	VAC								
515	DLX	DI	VAC								
517	DLX	DI	VAC	Arrival		Slater, Tom					Tasks:TOTCLEAN(Linen Change)
				01/04/06	01/04	l/06	1				

Task Date From 01/04/06 to 01/04/06 Attendant: Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP Show Guest Name: Y Show Due Outs Only: N
Show Specials: Y Show HouseUse:
Use Priority: Y Show Block Code: Y Show Native Name:

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Housekeeping Task Sheet

01/04/06

10:26 AM

Task Shee	t	01/04/	06/HOTEL I	RULES,LT,OH	HOSTATE	BUCK,TOTCLEAN	N,TURN	DOWN	,VAC,	VIP/5			
Attendant lo	d and Name			/									
Task Detai	ls												
Task Sheet	t No.	5		C	completed	Date							
Auto Gener	rated	Υ											
Instructions	3	•	om fixtures.			niture and carpets. Iown coverlet and I							
Room Deta	ails												
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name			VIP	Tasks	/ Room	Instructio	ns
	PM Sect	AM Sect		Nat	Arrival	Time Departure	Time	Adl Ch	l Spe	cials			
Total for A	ttendant			-									
Total Room	ns	15											
Departure F	Rooms	0											
Total Adults	3	7											
Total Childr	ren												
Dirty		15											



01/04/06 10:26 AM

Housekeeping Task Sheet

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/6
Attendant Id and Name	
Task Details	
Task Sheet No.	6 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room	Room Type	Room Status	FO Status	Resv Status	Title	Name				,	VIP	Tasks	/ Room	n Instru	ctions
	PM Sect	AM Sect		Nat	Arrival	Time [Departure	Time	Adl	Chl	Spec	ials			
519	DLX	DI	VAC												
521	DLX	DI	VAC												
525	DLX	DI	VAC												
527	DLX	DI	VAC												
529	DLX	DI	VAC												
531	DLX	DI	VAC												
601	TK	DI	VAC												
602	TK	DI	VAC	Arrival		Sorens	en, Arthur					Tasks Chang		_EAN(L	inen
				01/04/06	01/06	6/06	1								

Task Date From 01/04/06 to 01/04/06 Attendant: Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP Show Guest Name: Y Show Due Outs Only: N
Show Specials: Y Show HouseUse:
Use Priority: Y Show Block Code: Y Show Native Name:

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Housekeeping Task Sheet

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/6
Attendant Id and Name	
Task Details	
Task Sheet No.	6 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room	Room Type PM Sect	Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time	Departure	Time	Adl		Tasks / Room Instructions cials
604	TK	DI	OCC	Stayover 01/02/06 (04:24 01/06		HARDT, D 1	ALE			Tasks:TURNDOWN
	Block Code	S&C_0106									
606	TK	DI	VAC								
608	TK	DI	VAC								
610	TK	DI	VAC								
701	TK	DI	VAC								
702	TK	DI	VAC								
703	TK	DI	VAC								

Show Guest Name: Y Show Due Outs Only: N
Show Specials: Y Show HouseUse:
Use Priority: Y Show Block Code: Y Show Native Name:



Housekeeping Task Sheet

01/04/06

10:26 AM

Task Shee	t	01/04/	06/HOTEL	RULES,LT,O	HOSTAT	EBUCK,TOTCLEAN	N,TURN	IDO\	WN,VAC,	VIP/	['] 6	
Attendant I	d and Name											
Task Detai	ils											
Task Sheet	t No.	6	6 Completed Date									
Auto Gener	rated	Υ										
Instructions	5	-	om fixtures.			niture and carpets. down coverlet and l						ry,
Room Deta	ails											
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name			VIP	Та	asks / Room Instruc	ctions
	PM Sect	AM Sect		Nat	Arrival	Time Departure	Time	Adl	Chl Spe	ecials	3	
Total for A	ttendant			-								
Total Room	าร	15										
Departure F	Rooms	0										

@ Sleep # Skip ! Arrival

Total Adults

Dirty

Total Children

Task Date From 01/04/06 to 01/04/06 Attendant: HOTEL RULES, LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP Task Code: Show Guest Name: Y Show Due Outs Only: N
Show Specials: Y Show HouseUse:
Use Priority: Y Show Block Code: Y Show Native Name:

2

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Opera Demo Hotel, Small Housekeeping Task Sheet

01/04/06

10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/7
Attendant Id and Name	
Task Details	
Task Sheet No.	7 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room		Room Status	FO Status	Resv Status	Title	Name					Tasks / Room Instructions
	PM Sect	AM Sect		Nat	Arrival	Time Departure	Time	Adl	Chl	Speci	ials
704	TK	DI	VAC								
705	TK	DI	VAC								
707	TK	DI	VAC								
709	TK	DI	VAC								
711	TK	DI	VAC								
713	TK	DI	VAC								
715	TK	DI	VAC								
801	TD	DI	VAC								



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Housekeeping Task Sheet

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/7
Attendant Id and Name	
Task Details	
Task Sheet No.	7 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room		Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time Departure Tir	me Ad	l Chl	VIP Spec	Tasks / Room Instructions cials
802	TD	DI	VAC							
803	TD	DI	VAC							
804	TD	DI	VAC							
805	TD	DI	VAC							
806	TD	DI	VAC							
807	TD	DI	VAC							



Housekeeping Task Sheet

01/04/06

10:26 AM

	d and Name	01/04/	(06/HOTEL	RULES,LT,OH /	HIOSTATE	EBUCK,TOTCLEAN,TU	JRNDOW	N,VAC,	VIP/7				
Task Detai		7			`amplatad	Data							
Task Sheet		/ V	7 Completed Date										
Auto Gener		1	Y Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect										
Instructions	3		om fixtures.		•		•		as needed. Disinfect cuum carpet, upholstery,				
Room Deta	ails												
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name		VIP	Tasks / Room Instructions				
	PM Sect	AM Sect		Nat	Arrival	Time Departure Tim	ne Adl (Chl Spe	cials				
Total for A	ttendant			-									
Total Room	ns	14											
Departure F	Rooms	0											
Total Adults	S												
Total Childı	ren												
Dirty		14											

@ Sleep

Skip

! Arrival



Opera Demo Hotel, Small Housekeeping Task Sheet

01/04/06

10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIC	STATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/8
Attendant Id and Name	/	
Task Details		
Task Sheet No.	8 Con	npleted Date
Auto Generated	Υ	
Instructions		es, furniture and carpets. Apply stain remover as needed. Disinfect Turndown coverlet and leave chocolates. Vacuum carpet, upholstery,

Room Details

Room	Room Type	Room Status	FO Status	Resv Status	Title	Name)			\	/IP	Tasks / Room Instructions
	PM Sect	AM Sect		Nat	Arrival	Time	Departure	Time	Adl	Chl S	Spec	ials
808	TD	DI	VAC									
809	TD	DI	VAC									
810	TD	DI	VAC									
901	CK	DI	OCC	Stayover 01/02/06 0	01:43 01/05		ry, Sean 1			2	2	Tasks:LT
902	CD	DI	VAC									
903	CK	DI	VAC									
904	CD	DI	VAC	Arrival 01/04/06	01/12		riel, Paul 2	1 50	P,BAB	V CD		Tasks:TOTCLEAN(Linen Change)
905	CK	DI	VAC	01/04/00	01/12	2/00	2	1 66	,DAD	i CR	(ID	

Filter: Task Date From 01/04/06 to 01/04/06 Attendant: ALL
Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Guest Name: Y Show Due Outs Only: N

Show Guest Name: Y Show Due Outs Only: N
Show Specials: Y Show HouseUse:
Use Priority: Y Show Block Code: Y Show Native Name: Y

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hsk_tasksheet_8l

Housekeeping Task Sheet

01/04/06 10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/8
Attendant Id and Name	
Task Details	
Task Sheet No.	8 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room	Room Type PM Sect	Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time	Departure	Time	Adl	VIP Spec	Tasks / Room Instructions cials
906	CD	DI	OCC	Stayover 01/03/06 0	9:47 01/06	sutton 5/06	1				Tasks:LT
907	CK	DI	VAC								
908	CD	DI	VAC								
909	CK	DI	VAC								
912	CD	DI	OCC	Due Out 01/02/06 0)4:07 01/04		testing 1				Tasks:TOTCLEAN(Linen Change)
914	CD	DI	OCC	Stayover 01/03/06 0		* Sutto	on, Case 2				Tasks:LT



Housekeeping Task Sheet

01/04/06

10:26 AM

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/8
Attendant Id and Name	
Task Details	
Task Sheet No.	8 Completed Date
Auto Generated	Υ
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.
Room Details	

Room	Room Type	Room Status	FO Status	Resv Status	Title	Name					VIP	Tasks	/ Rooi	m Instru	uctions	
	PM Sect	AM Sect		Nat	Arrival	Time	Departure	Time	Adl	Chl	Spec	cials				
Total for A	ttendant			-												
Total Room	ns	14														
Departure I	Rooms	1														
Total Adult	S	7														
Total Child	ren	1														
Dirty		14														

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

01/04/06

10:26 AM

01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/DND

Attendant Id and Name

Task Details

Task Sheet

Task Sheet No. DND **Completed Date**

Auto Generated Υ

Instructions

Room Details

F	Room	Room Type PM Sect	Room Status AM Sect	FO Status	Resv Status Nat	Title Arrival	Name Time	Departur	e T	Γime	Adl	VIP Spec	Tasks / Room Instructions ials
3	314	TK	DI	OCC	Stayover 01/03/06 (09:42 01/05		view Farm	ns 1				Tasks:TURNDOWN
		Block Code	S&C_CE										
4	407	CK	DI	OCC F	Stayover 01/01/06 (Mr. 09:36 01/11	Slater /06	, Tim	1	2			Tasks:LT
2	414	CK	DI	OCC	Due Out	03:35 01/04		r, Chad	1				Tasks:TOTCLEAN(Linen Change)
4	419	CK	DI	OCC	Stayover		Davis	•	3				Tasks:LT
5	505	DLX	DI	OCC	Stayover 01/02/06 (09:22 01/05		s, Mark	1				Tasks:VIP
Ę	523	DLX	DI	OCC	Stayover		Samu	els, Pete					Tasks:VIP Room Conditions:GENERAL
					01/01/06	10:22 01/11	/06		1				



Housekeeping Task Sheet

01/04/06

10:26 AM

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/DND Attendant Id and Name / Task Details											
Task Deta	_	DND	DND Completed Date								
Auto Gene		Y			ompiotoa						
Instructions											
Room Deta	ails										
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name			VIP	Tasks / Room Instructions	
	PM Sect	AM Sect		Nat	Arrival	Time Departure	Time .	Adl Cl	nl Spe	cials	
Total for A	Attendant			-							
Total Roon	ns	6									
Departure	Rooms	1									
Total Adult	S	8									
Total Child	ren	2									

@ Sleep # Skip ! Arrival

Filter:

Dirty

Task Date From 01/04/06 to 01/04/06 Attendant: ALL
Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Guest Name: Y Show Due Outs Only: N
Show Specials: Y Show HouseUse:
Use Priority: Y Show Block Code: Y Show Native Name: Y

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01/04/06 10:26 AM

Housekeeping Task Sheet

Report Summary

Total Task Sheets 9 **Total Rooms** 124 Departure Rooms Dirty Rooms 124 Clean Rooms 0

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Task Date From 01/04/06 to 01/04/06 Attendant: Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP Show Guest Name: Y Show Due Outs Only: N Show Specials: Y Show HouseUse: