

**Housekeeping Task Sheet**

**Task Details**

Task Sheet No. 1 Completed Date

**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
101	DI			Due Out	Y	Occupied	01	08/15/13	14:17	08/16/13	00:00	1		(Linen Change)
103	DI			Due Out	Y	Occupied	01	08/15/13	14:17	08/16/13	00:00	1		(Linen Change)
201	DI			Stayover		Occupied	02	08/13/13	16:57	08/17/13	00:00	1		
205	DI			Stayover	Y	Occupied	01	08/14/13	13:16	08/18/13	14:15	1		(Linen Change)
209	DI			Stayover	Y	Occupied		08/15/13	14:54	08/18/13	00:00	2		
301	DI	03		Stayover		Occupied	02	08/13/13	16:57	08/17/13	00:00	1		
315	DI			Due Out		Occupied		08/15/13	08:55	08/16/13	00:00	1		(Linen Change)
325	DI			Due Out		Occupied		08/15/13	15:09	08/16/13	00:00	1		(Linen Change)

**Total for Task Sheet**

Total Rooms	8
Total Adults	9
Total Children	
Departure Rooms	4
Dirty	8

@ Sleep # Skip ! Arrival

### Housekeeping Task Sheet

#### Report Summary

Date	Task Sheet	Total Rooms	Dirty Rooms	Pickup Rooms	Clean Rooms	Departure Rooms	Adults
08/16/13	1	8	8	0	0	4	9
<b>Total</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>9</b>