



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	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
1050	DI	01	01	10	Stayover		Occupied	1	09.03.04	09:03	09.21.04	00:00	1		FS(Linen Change)

Total for Attendant -

Total Rooms 1
 Total Credits / Traveling 10 / 0
 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	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
1051	DI	01	01	1			Vacant								

Total for Attendant -

Total Rooms 1

Total Credits / Traveling 1 / 0

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	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
1052	DI	01	01	10			Vacant								

Total for Attendant -

Total Rooms 1

Total Credits / Traveling 10 / 0

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	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
1053	DI	01	01	1			Vacant								

Total for Attendant -

Total Rooms 1

Total Credits / Traveling 1 / 0

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	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
1054	DI	01	01	10			Vacant								

Total for Attendant -

Total Rooms 1

Total Credits / Traveling 10 / 0

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	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
1055	DI	01	01	1			Vacant								
1056	DI	01	01	10			Vacant								
1057	DI	01	01	1			Vacant								
1058	DI	01	01	0	Stayover		Occupied		09.03.04	09:08	09.19.04	00:00	2		
1059	DI	01	01	.75	Stayover		Occupied	6	09.03.04	09:11	12.04.04	00:00	1	3	LT
1060	DI	01	01	10	Stayover		Occupied	1	09.03.04	09:34	10.13.04	00:00	1		FS(Linen Change)
1061	DI	01	01	1			Vacant								
1062	DI	01	01	10			Vacant								
1063	DI	01	01	1			Vacant								
1064	DI	01	01	10			Vacant								
1065	DI	01	01	1			Vacant								
1066	DI	01	01	10			Vacant								
1067	DI	01	01	1			Vacant								
1068	DI	01	01	10			Vacant								
1069	DI	01	01	1			Vacant								
1070	DI	01	01	0	Arrived		Occupied	1	09.05.04	09:23	09.20.04	00:00	1		
2010	DI	02	02	1			Vacant								
2011	DI	02	02	0	Stayover		Occupied		09.01.04	16:05	09.06.04	10:08	2		
2012	DI	02	02	.5	Stayover		Occupied		09.03.04	09:40	09.18.04	00:00	1		LT
2013	DI	02	02	10			Vacant								
2014	DI	02	02	1			Vacant								
2015	DI	02	02	10			Vacant								
2016	DI	02	02	1			Vacant								
2017	DI	02	02	10			Vacant								
2018	DI	02	02	1			Vacant								
2019	DI	02	02	10			Vacant								



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 Details

Room No	Room Status	Section AM	Section PM	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
2020	DI	02	02	1			Vacant								
2021	DI	02	02	10			Vacant								
2022	DI	02	02	1			Vacant								
2023	DI	02	02	10			Vacant								
2024	DI	02	02	1			Vacant								
2025	DI	02	02	10			Vacant								
2026	DI	02	02	1			Vacant								
2027	DI	02	02	10			Vacant								
2028	DI	02	02	1			Vacant								
2029	DI	02	02	10			Vacant								
2030	DI	02	02	1			Vacant								
2031	DI	02	02	10			Vacant								
2032	DI	02	02	1			Vacant								
2033	DI	02	02	10			Vacant								
2034	DI	02	02	1			Vacant								
2035	DI	02	02	10			Vacant								
2036	DI	02	02	1			Vacant								
2037	DI	02	02	10			Vacant								
2038	DI	02	02	1			Vacant								
2039	DI	02	02	10			Vacant								
2040	DI	02	02	1			Vacant								
2050	DI	02	02	10			Vacant								
2051	DI	02	02	5	Stayover		Occupied		09.01.04	16:09	10.18.04	00:00	2		LT
2052	DI	02	02	10			Vacant								
2053	DI	02	02	5	Stayover		Occupied		09.01.04	16:09	09.19.04	00:00	2		LT
2054	DI	02	02	5	Stayover		Occupied		09.01.04	16:06	09.10.04	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	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
2055	DI	02	02	5	Stayover		Occupied		09.01.04	16:09	11.20.04	00:00	2		LT
2056	DI	02	02	10	Due Out		Occupied		09.01.04	16:05	09.05.04	00:00	2		FS(Linen Change)
2057	DI	02	02	0	Arrived		Occupied		09.05.04	15:22	09.23.04	00:00	1		
2058	DI	02	02	10			Vacant								
2059	DI	02	02	10			Vacant								
2060	DI	02	02	5	Stayover		Occupied		09.01.04	16:06	10.13.04	00:00	2		LT
2061	DI	02	02	10			Vacant								
2062	DI	02	02	5	Stayover		Occupied		09.01.04	16:04	09.17.04	00:00	2		LT
2063	DI	02	02	10			Vacant								
2064	DI	02	02	5	Stayover		Occupied		09.01.04	16:08	09.26.04	00:00	2		LT
2065	DI	02	02	10			Vacant								
2066	DI	02	02	0	Arrived		Occupied		09.05.04	15:24	11.08.04	00:00	1		
2067	DI	02	02	5	Stayover		Occupied		09.01.04	16:10	09.17.04	00:00	2		LT
2068	DI	02	02	5	Stayover		Occupied		09.01.04	16:07	09.18.04	00:00	2		LT
2069	DI	02	02	10			Vacant								
2070	DI	02	02	5	Stayover		Occupied		09.01.04	16:07	09.17.04	00:00	2		LT
3010	DI	03	03	1			Vacant								
3011	DI	03	03	10			Vacant								
3012	DI	03	03	1			Vacant								
3013	DI	03	03	10			Vacant								
3014	DI	03	03	1			Vacant								
3015	DI	03	03	10			Vacant								
3016	DI	03	03	1			Vacant								
3017	DI	03	03	10			Vacant								
3018	DI	03	03	1			Vacant								
3019	DI	03	03	10			Vacant								



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Room No	Room Status	Section AM	Section PM	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
3020	DI	03	03	1			Vacant								
3021	DI	03	03	10			Vacant								
3022	DI	03	03	.5	Stayover		Occupied		09.03.04	09:40	10.23.04	00:00	1		LT
3023	DI	03	03	10			Vacant								
3024	DI	03	03	1			Vacant								
3025	DI	03	03	10			Vacant								
3026	DI	03	03	1			Vacant								
3027	DI	03	03	10			Vacant								
3028	DI	03	03	1			Vacant								
3029	DI	03	03	10			Vacant								
3030	DI	03	03	1			Vacant								
3031	DI	03	03	10			Vacant								
3032	DI	03	03	1			Vacant								
3033	DI	03	03	5	Stayover		Occupied		09.03.04	09:42	10.15.04	00:00	1		LT
3034	DI	03	03	0	Arrived		Occupied	1	09.05.04	15:21	10.22.04	00:00	1		
3035	DI	03	03	10			Vacant								
3036	DI	03	03	1			Vacant								
3037	DI	03	03	10			Vacant								
3038	DI	03	03	1			Vacant								
3039	DI	03	03	10			Vacant								
3040	DI	03	03	1			Vacant								
4010	DI	04	04	1			Vacant								
4011	DI	04	04	0	Arrived		Occupied		09.05.04	09:23	09.19.04	00:00	1		
4012	DI	04	04	1			Vacant								
4013	DI	04	04	10			Vacant								
4014	DI	04	04	1			Vacant								



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Room No	Room Status	Section AM	Section PM	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
4015	DI	04	04	10			Vacant								
4016	DI	04	04	1			Vacant								
4017	DI	04	04	10			Vacant								
4018	DI	04	04	1			Vacant								
4019	DI	05	05	10			Vacant								
4020	DI	05	05	1			Vacant								
4021	DI	04	04	10			Vacant								
4022	DI	04	04	1			Vacant								
4023	DI	04	04	10			Vacant								
4024	DI	04	04	1			Vacant								
4025	DI	04	04	10			Vacant								
4026	DI	04	04	1			Vacant								
4027	DI	04	04	10			Vacant								
4028	DI	04	04	1			Vacant								
4029	DI	04	04	10			Vacant								
4030	DI	04	04	1			Vacant								
4031	DI	04	04	10			Vacant								
4032	DI	04	04	1			Vacant								
4033	DI	04	04	10			Vacant								
4034	DI	04	04	1			Vacant								
4035	DI	04	04	10			Vacant								
4036	DI	04	04	1			Vacant								
4037	DI	04	04	10			Vacant								
4038	DI	04	04	1			Vacant								
4039	DI	04	04	10			Vacant								
4040	DI	04	04	1			Vacant								



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Room No	Room Status	Section AM	Section PM	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
5071	DI	05	05	1			Vacant								
5072	DI	05	05	10			Vacant								
5073	DI	05	05	1			Vacant								
5074	DI	05	05	10			Vacant								
5075	DI	05	05	1			Vacant								
5076	DI	05	05	10			Vacant								
5077	DI	05	05	1			Vacant								
5078	DI	05	05	10			Vacant								
5079	DI	05	05	1			Vacant								
5080	DI	05	05	10			Vacant								
5081	DI	05	05	1			Vacant								
5082	DI	05	05	10			Vacant								
5083	DI	05	05	1			Vacant								
5084	DI	05	05	10			Vacant								
5085	DI	05	05	1			Vacant								
5086	DI	05	05	10			Vacant								
5087	DI	05	05	1			Vacant								
5088	DI	05	05	10			Vacant								
5089	DI	05	05	1			Vacant								
5090	DI	05	05	10			Vacant								



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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	Credits	Reservation Status	Turndown	FO Status	VIP	Arrival	Arr. Time	Departure	Dep Time	Adl	Chl	Tasks
Total for Attendant		-													
Total Rooms		150													
Total Credits / Traveling		788.75 / 4													
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	Total Credits	Travel Credits	Dirty Rooms	Pickup Rooms	Clean Rooms	Departure Rooms	Adults
09.05.04	1		1	10	0	1	0	0	0	1
	2		1	1	0	1	0	0	0	
	3		1	10	0	1	0	0	0	
	4		1	1	0	1	0	0	0	
	5		1	10	0	1	0	0	0	
	6		150	788.75	4	150	0	0	1	36
Total	6		155	820.75	4	155	0	0	1	37