

Housekeeping Task Sheet

**Task Sheet** 08/19/14/CO,DS,FS,LINEN,NOLIN/1

Attendant Id and Name /

**Task Details**

Task Sheet No. 1 Completed Date

Auto Generated Y

Instructions This is a Task Instruction for the DS code

**Room Details**

Room No	Room Type	Room Status	FO Status	Adl	Chl	Tasks	Cleaning Time	Resv. Status	Membership Level	Arrival	Arr. Time	Mobile Reg	Departure	Dep. Time	Specials	Room Instructions	Room Check
100	QNCV	IP	OCC	1		CO(Linen Change)		Due Out		07/22/14	16:36		08/19/14		CHO,FLW		_____
<b>101</b>	<b>QNBV</b>	<b>DI</b>	<b>VAC</b>														_____
<b>102</b>	<b>QNCV</b>	<b>DI</b>	<b>VAC</b>														_____
103	QNBV	DI	OCC	1		CO(Linen Change)		Stayover		07/22/14	16:36		08/20/14				_____
203	KNBV	DI	OCC	1		DS		Stayover	BEST	08/07/14	13:27		08/25/14				_____
205	KNBV	DI	OCC	1		DS		Stayover		07/25/14	09:49		08/29/14		CH,BATH,BED		_____

**Total for Attendant** -

Total Rooms	6	<b>Task Summary</b>		Rooms
Total Adults	4	DS	Daily Service	3
Total Children		FS	Full Service	1
Departure Rooms	1	CO	Checkout Service	4
Dirty	5			
Inspected	1			

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

**Task Sheet** 08/19/14/CO,DS,FS,LINEN,NOLIN/2

Attendant Id and Name /

**Task Details**

Task Sheet No. 2 Completed Date

Auto Generated Y

Instructions This is a Task Instruction for the DS code

**Room Details**

Room No	Room Type	Room Status	FO Status	Adl	Chl	Tasks	Cleaning Time	Resv. Status	Membership Level	Arrival	Arr. Time	Mobile Reg	Departure	Dep. Time	Specials	Room Instructions	Room Check
207	KNBV	IP	OCC	1		CO(Linen Change)		Due Out	BEST	07/25/14	09:49		08/19/14		CH,BATH,BED		_____
209	KNBV	IP	VAC	1		CO(Linen Change)		Departed		07/26/14	13:12		08/19/14	15:42			_____
211	KNBV	DI	OCC	1		DS		Stayover	CLASSIC	08/05/14	17:30		08/26/14				_____
213	KNBV	DI	OCC	1		DS		Stayover		08/15/14	08:28		08/26/14		BABY CRIB,CHO,FLW		_____
215	KNBV	IP	OCC	1		CO(Linen Change)		Due Out		08/18/14	23:59		08/19/14		CH,CHO		_____

**Total for Attendant** -

Total Rooms	5	<b>Task Summary</b>		Rooms
Total Adults	5	CO	Checkout Service	3
Total Children		DS	Daily Service	2
Departure Rooms	2			
Dirty	2			
Inspected	4			

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

**Task Sheet** 08/19/14/CO,DS,FS,LINEN,NOLIN/3

Attendant Id and Name /

**Task Details**

Task Sheet No. 3 Completed Date

Auto Generated Y

Instructions This is a Task Instruction for the DS code

**Room Details**

Room No	Room Type	Room Status	FO Status	Adl	Chl	Tasks	Cleaning Time	Resv. Status	Membership Level	Arrival	Arr. Time	Mobile Reg	Departure	Dep. Time	Specials	Room Instructions	Room Check
217	KNBV	IP	OCC	1		CO(Linen Change)		Due Out		08/18/14	23:59		08/19/14		BIKE,BED		_____
219	KNBV	IP	OCC	1		CO(Linen Change)		Due Out		08/18/14	23:59		08/19/14		CH,CHO		_____
221	KNBV	DI	OCC	1		DS		Stayover		08/18/14	23:59		08/31/14		BIKE,BED		_____
223	KNBV	DI	OCC	1		DS		Stayover		08/18/14	23:59		08/20/14				_____
302	2QCV	DI	OCC	2		FS(Linen Change)		Stayover		08/06/14	15:43		08/27/14				_____

**Total for Attendant** -

Total Rooms 5 **Task Summary**

	Rooms
Total Adults	6
Total Children	6
Departure Rooms	2
Dirty	3
Inspected	6

Task	Rooms
FS Full Service	1
DS Daily Service	2
CO Checkout Service	2

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

**Task Sheet** 08/19/14/CO,DS,FS,LINEN,NOLIN/DND

Attendant Id and Name /

**Task Details**

Task Sheet No. DND Completed Date

Auto Generated Y

Instructions

**Room Details**

Room No	Room Type	Room Status	FO Status	Adl	Chl	Tasks	Cleaning Time	Resv. Status	Membership Level	Arrival	Arr. Time	Mobile Reg	Departure	Dep. Time	Specials	Room Instructions	Room Check
201	KNBV	DI	OCC	1		DS		Stayover		07/22/14	16:36		08/25/14				

**Total for Attendant** -

Total Rooms	1	<b>Task Summary</b>															
								Rooms									
Total Adults	1	DS	Daily Service					1									
Total Children																	
Departure Rooms																	
Dirty						1											
Inspected						6											

@ Sleep # Skip ! Arrival

**Housekeeping Task Sheet**

**Report Summary**

Date	Task Sheet No.	Attendant	Total Rooms	Dirty Rooms	Pickup Rooms	Clean Rooms	Departure Rooms	Adults
08/19/14	1		6	5	0	0	1	4
	2		5	2	0	0	2	5
	3		5	3	0	0	2	6
	DND		1	1	0	0	0	1
<b>Total</b>	4		17	11	0	0	5	16

**Tasks Summary**

Rooms

DS	Daily Service	8
FS	Full Service	2
CO	Checkout Service	9