

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name /

Task Details

Task Sheet No. 1 Completed Date

Auto Generated 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 Details

			Room Status		AM PM Sect Sect	Resv. Status	Next Resv Arr Time	TD Title	Name	Arrival	Arr. Time	Departure	Dep. VIP Adl (Time	Chl Specials	Tasks / Room Instructions
	106	DLX	DI	VAC											
	107	DLX	DI	VAC											
	109	DLX	DI	VAC		Arrival		Υ	Carson, John	01/04/06		01/07/06	1		Tasks:TOTCLEAN(Linen Change)
	111	DLX	DI	VAC											
	113	DLX	DI	VAC											
	115	DLX	DI	VAC											
	117	DLX	DI	VAC											
	119	DLX	DI	VAC											
	11919	DLX	DI	VAC	EAST EAS	-									
	11920	DLX	DI	VAC	EAST EAS	-									
	121	DLX	DI	VAC											
@	1221	DBL	DI	VAC											
	1222	DBL	DI	VAC											
	123	DLX	DI	VAC		Arrival		Υ	Watkins, Daniel	01/04/06		01/07/06	1		Tasks:TOTCLEAN(Linen Change)
	125	DLX	DI	VAC											



11:06 AM

01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, **Task Sheet**

Attendant Id and Name

Task Details

Completed Date Task Sheet No.

Υ **Auto Generated**

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

	O AM PM Resv. Status Sect Sect Status	Next Resv TD Title Arr Time	Name	Arrival Arr. Depart Time	ture Dep. VIP Adl Chl Specials Time	Tasks / Room Instructions
Total for Attendant	-					
Total Rooms	15					
Total Adults	2					
Total Children						
Departure Rooms						
Dirty	15					
@ Sleen # Skin I	Arrival					

ALL

Include Traces: Y Department ENG,RES

Task Date From 01/04/06 to 01/04/06 Attendant:

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Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name /

Task Details

Task Sheet No. 2 Completed Date

Auto Generated 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 Details

		Room Status	FO AM PM Status Sect Sect	Resv. Status	Next Resv TD Title Arr Time	Name	Arrival	Arr. Time	Departure Dep	. VIP Adl Chl	Specials	Tasks / Room Instructions
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									
309	TK	DI	VAC									
310	TK	DI	VAC									
311	TK	DI	VAC									
312	TK	DI	OCC	Stayover		Riverview Farms	01/03/06	09:43	01/05/06	1		Tasks:TURNDOWN
	Block	Code	S&C_CE									
313	TK	DI	OCC	Stayover		Riverview Farms	01/03/06	09:43	01/05/06	1		Tasks:TURNDOWN
	Block	Code	S&C_CE									
315	TK	DI	VAC									
316	TK	DI	VAC									

ALL



01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name

Task Details

Task Sheet

Completed Date Task Sheet No. 2

Υ **Auto Generated**

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 FO No Type Status Sta	AM PM Resv. atus Sect Sect Status	Next Resv TD Title Arr Time	Name	Arr. Departure Dep. VIP Adl Chl Specials Time Time	Tasks / Room Instructions
Total for Attendant	-				
Total Rooms	15				
Total Adults	2				
Total Children					
Departure Rooms					
Dirty @ Sloop # Skip I A	15				

@ Sleep # Skip ! Arrival

Task Date From 01/04/06 to 01/04/06 Attendant:

HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP Show Due Outs Only: N Show HouseUse: Y Show Guest Name: Y Show Specials: Y Use Priority: Y Show Block Code: Y Show Native Name: Y Include Traces: Y Department ENG,RES

ALL

Page 4 of 16

Tasks / Room Instructions

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Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Next Resv TD Title

Attendant Id and Name /

Room Room FO

Task Details

Task Sheet No. 3 Completed Date

Auto Generated 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

Arrival

Arr. Departure Dep. VIP Adl Chl Specials

Name

carpet, upholstery, drapes.

AM PM Resv.

Room Details

Dirty

No	Туре	Statu	s Status Sect Sect Status	Arr Time	Name	Anvai	Time Time	rasks / Room instructions
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					
325	TK	DI	VAC					
326	TD	DI	VAC					
327	TD	DI	VAC					
328	TD	DI	VAC					
329	TD	DI	VAC					
330	TD	DI	VAC					
	TD	DI	VAC					
Total fo	r Atte	ndant	-					
Total Ro	oms		15					
Total Ad	lults							
Total Ch	nildren							
Departu	re Roo	ms						

15

11:06 AM

Housekeeping Task Sheet

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Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name

Task Details

Task Sheet No. 3 Completed Date

Auto Generated 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 Details

Room Room FO AM PM Resv. Next Resv TD Title Name Arrival Arr. Departure Dep. VIP Adl Chl Specials Tasks / Room Instructions
No Type Status Sect Sect Status Arr Time Time

@ Sleep # Skip ! Arrival

Task Date From 01/04/06 to 01/04/06 Attendant: ALL Page 6 of 16

Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP

Task Code: HOTEL ROLES, LT, OHIOSTATEBUCK, TOTICLEAN, TURNDOWN, VAC, VIP
Show Due Outs Only: N Show HouseUse: Y Show Guest Name: Y Show Specials:
Use Priority: Y Show Block Code: Y Show Native Name: Y
Include Traces: Y Department ENG, RES

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Housekeeping Task Sheet

01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, Task Sheet

Attendant Id and Name

Task Details

Task Sheet No. Completed Date

Auto Generated Υ

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 Instructions

carpet, upholstery, drapes.

Room Details

Roon No		n Room Status		AM PM Sect Sect	Resv. Status	Next Resv Arr Time	TD Title	Name	Arrival	Arr. Departure Time	Dep. Time	VIP A	Adl Chl	Specials	Tasks / Room Instructions
332	TD	DI	VAC												
333	TD	DI	VAC												
334	TD	DI	VAC												
335	TD	DI	VAC												
344	DLX	DI	OCC		Stayover		Υ	Kohlman, Jonathan	01/02/06	10:52 01/05/06		5	1		Tasks:VIP
402	CK	DI	VAC												
403	CK	DI	VAC												
404	CK	DI	VAC												
405	CK	DI	VAC												
406	CK	DI	VAC												
408	CK	DI	VAC												
409	CK	DI	OCC		Stayover		Υ	k;'k'lk'	01/03/06	09:42 01/05/06			1		Tasks:LT
410	CK	DI	VAC												
411	CK	DI	VAC												
		DI	VAC												
Total fo	r Atten	dant		-											
Total Ro	oms				15										
Total Ad Total Ch					2										
Departu		ms													
Dirty					15										

ALL

11:06 AM

Housekeeping Task Sheet

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01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name /

Task Details

Task Sheet

Task Sheet No. 4 Completed Date

Auto Generated 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 Details

Room Room Room FO AM PM Resv. Next Resv TD Title Name Arrival Arr. Departure Dep. VIP Adl Chl Specials Tasks / Room Instructions
No Type Status Sect Sect Status Arr Time Time

@ Sleep # Skip ! Arrival

Task Date From 01/04/06 to 01/04/06 Attendant: ALL Page 8 of 16

Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP

Task Code: HOTEL ROLES, LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP
Show Due Outs Only: N Show HouseUse: Y Show Guest Name: Y Show Specials:
Use Priority: Y Show Block Code: Y Show Native Name: Y
Include Traces: Y Department ENG, RES



01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, **Task Sheet**

Attendant Id and Name

Task Details

Task Sheet No. Completed Date 5

Υ **Auto Generated**

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

Roon No		Room Status	FO AM PM Status Sect Sec		Next Resv TD Title Arr Time	Name	Arrival	Arr. Time		Dep. \ Time	VIP Adl C	chl Specials	Tasks / Room Instructions
442	CK	DI	\/AC										
413			VAC										
415	CK	DI	VAC										
416	CK	DI	VAC										
417	CK	DI	OCC	Stayover		GORDON, JEFF	01/02/06	02:34	01/06/06		1 1		Tasks:LT
	Bloc	c Code	S&C_0106										
418	CK	DI	VAC	Departed		Barnwell, Beth	01/01/06	08:07	01/04/06 0	03:46	1		Tasks:TOTCLEAN(Linen Change)
420	CK	DI	VAC										
421	CK	DI	VAC	Arrival		Michaels, Eddie	01/04/06	(01/04/06		1		Tasks:TOTCLEAN(Linen Change)
501	DLX	DI	OCC	Stayover		* GIFFI, HARRY	01/02/06	10:14	01/05/06		2		Tasks:VIP
503	DLX	DI	VAC										
507	DLX	DI	VAC										
509	DLX	DI	VAC										
511	DLX	DI	OCC	Stayover	Υ	Slater, Gary	01/03/06	09:45	01/06/06		1 1		Tasks:VIP
513	DLX	DI	VAC										
515	DLX	DI	VAC										
517	DLX	DI	VAC	Arrival		Slater, Tom	01/04/06	(01/04/06		1		Tasks:TOTCLEAN(Linen Change)



01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, **Task Sheet**

Attendant Id and Name

Task Details

Completed Date Task Sheet No. 5

Υ **Auto Generated**

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

Total for Attendant	-			
Total Rooms	15			
Total Adults	7			
Total Children				
Departure Rooms				
Dirty	15			

HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP Show Due Outs Only: N Show HouseUse: Y Show Guest Name: Y Show Specials: Y Use Priority: Y Show Block Code: Y Show Native Name: Y Include Traces: Y Department ENG,RES

ALL

Task Date From 01/04/06 to 01/04/06 Attendant:

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01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, Task Sheet

Attendant Id and Name

Task Details

Task Sheet No. Completed Date 6

Υ **Auto Generated**

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 No		Room Status	FO AM PM Status Sect Sect	Resv. Status	Next Resv TD Title Arr Time	Name	Arrival	Arr. Time		p. VIP Adl Chl ne	Specials	Tasks / Room Instructions
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		Sorensen, Arthur	01/04/06		01/06/06	1		Tasks:TOTCLEAN(Linen Change)
604	TK	DI	OCC	Stayover		EARNHARDT, DALE	01/02/06	04:24	4 01/06/06	1		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									

ALL

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Housekeeping Task Sheet

01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, **Task Sheet**

Attendant Id and Name

Task Details

Completed Date Task Sheet No. 6

Υ **Auto Generated**

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 Room FO No Type Status Sta	AM PM Resv. atus Sect Sect Status	Next Resv TD Title Arr Time	Name	Arrival	Arr. Departure Dep. VIP Adl C Time Time	chl Specials	Tasks / Room Instructions
Total for Attendant	-						
Total Rooms	15						
Total Adults	2						
Total Children							
Departure Rooms							
Dirty	15						

Task Date From 01/04/06 to 01/04/06 Attendant: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP

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

ALL

Include Traces: Y Department ENG,RES Page 12 of 16

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Housekeeping Task Sheet

01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, **Task Sheet**

Task Details

Completed Date Task Sheet No. 7

Υ Auto Generated

Attendant Id and Name

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

		m Room e Statu	n FO s Status	AM Sect	Resv. Status	Next Resv Arr Time	TD Title	Name	Arrival	Arr. Time	Departure D T	ep. \ ime	/IP Adl	Chl	Specials	Tasks / Room Instructions
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													
802	TD	DI	VAC													
803	TD	DI	VAC													
804	TD	DI	VAC													
805	TD	DI	VAC													
806	TD	DI	VAC													
807	TD	DI	VAC													
Total fo	r Atte	ndant		-												

Total for Attendant

Total Rooms 14

Total Adults

Total Children

Departure Rooms

Dirty 14

@ Sleep # Skip ! Arrival

HOTEL RULES, LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP Show Due Outs Only: N Show HouseUse: Y Show Guest Name: Y Show Specials:

ALL

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

Include Traces: Y Department ENG,RES

Task Date From 01/04/06 to 01/04/06 Attendant:

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Housekeeping Task Sheet

01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, Task Sheet

Attendant Id and Name

Task Details

Task Sheet No. Completed Date 8

Υ Auto Generated

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

Roor No		n Room Status		AM PM Sect Sect	Resv. Status	Next Resv Arr Time	TD Title	Name	Arrival	Arr. Time		Dep. Time	VIP A	Adl (Chl	Specials	Tasks / Room Instructions
808	TD	DI	VAC														
809	TD	DI	VAC														
810	TD	DI	VAC														
901	CK	DI	OCC		Stayover		Υ	Slattery, Sean	01/02/06	01:43	3 01/05/06		2	1			Tasks:LT
902	CD	DI	VAC														
903	CK	DI	VAC														
904	CD	DI	VAC		Arrival		Υ	* Gabriel, Paul	01/04/06		01/12/06			2	1	FP,BABY CRIB	Tasks:TOTCLEAN(Linen Change)
905	CK	DI	VAC														
906	CD	DI	OCC		Stayover		Υ	sutton	01/03/06	09:47	01/06/06			1			Tasks:LT
907	CK	DI	VAC														
908	CD	DI	VAC														
909	CK	DI	VAC														
912	CD	DI	OCC		Due Out		Υ	ram is testing	01/02/06	04:07	01/04/06			1			Tasks:TOTCLEAN(Linen Change)
914	CD	DI	OCC		Stayover		Υ	* Sutton, Case	01/03/06	09:46	01/06/06			2			Tasks:LT
Total fo	r Atter	ndant		-													
Total Ro	ooms				14												
Total Ad	dults				7												
Total Cl	nildren				1												
Departu	re Roo	ms			1												
Dirty					14												

@ Sleep # Skip ! Arrival

Task Date From 01/04/06 to 01/04/06 Attendant:

ALL

HOTEL RULES,LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP Show Due Outs Only: N Show HouseUse: Y Show Guest Name: Y Use Priority: Y Show Block Code: Y Show Native Name:

Include Traces: Y Department ENG,RES Page 14 of 16



01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN, Task Sheet

Attendant Id and Name

Task Details

Task Sheet No.

DND Υ

Completed Date

Auto Generated Instructions

Room Details

Roon No	n Room Type			AM PM Sect Sec	Resv. Status	Next Resv Arr Time	TD Title	Name	Arrival	Arr. Departure Time	e Dep. VIP Adl (Time	Chl Specials	Tasks / Room Instructions
314	TK	DI	occ		Stayover			Riverview Farms	01/03/06	09:42 01/05/06	1		Tasks:TURNDOWN
Block Code		Code	S&C_CE										
407	CK	DI	OCC		Stayover		Mr.	Slater, Tim	01/01/06	09:36 01/11/06	1	2	Tasks:LT
414	CK	DI	occ		Due Out			Hunter, Chad	01/01/06	03:35 01/04/06	1		Tasks:TOTCLEAN(Linen Change)
419	CK	DI	OCC		Stayover			Davis Corp	01/02/06	02:09 01/06/06	3		Tasks:LT
505	DLX	DI	OCC		Stayover			Devers, Mark	01/02/06	09:22 01/05/06	1		Tasks:VIP
	Traces		RES: Please deliver crib to room.										
523	DLX	DI	OCC		Stayover			Samuels, Pete	01/01/06	10:22 01/11/06	1		Tasks:VIP
Total fo	r Attenc	lant		-									
Total Ro	ooms				6								
Total Ad	lults				8								
Total Ch	Total Children				2								
Departu	Departure Rooms				1								
Dirty					6								

@ Sleep

Skip

! Arrival



Report Summary

Date	Task Sheet No. Attendant	Total Rooms		Pickup Rooms	Clean Rooms	Departure Rooms	Adults
01/04/06	1	15	15	0	0	0	2
	2	15	15	0	0	0	2
	3	15	15	0	0	0	
	4	15	15	0	0	0	2
	5	15	15	0	0	0	7
	6	15	15	0	0	0	2
	7	14	14	0	0	0	
	8	14	14	0	0	1	7
	DND	6	6	0	0	1	8
Total	9	124	124	0	0	2	30