

Task Sheet01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,							EAN,TURN	NDOWN,VAC,VIP/1				
Attendant	Id and Name	/										
Task Deta	ails											
Task Shee	et No.	1		Completed	Date							
Auto Gene	erated	Y										
Instructior	าร	•	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 Det	tails											
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name		VIP Tasks / Room Ins	tructions			
	AM Sect	PM Sect	Next Arr Ti	me TD Arriv	al	Time Departure	Time Ad	I ChI Specials				
106	DLX	DI	VAC									
107	DLX	DI	VAC									
109	DLX	DI	VAC	Arrival	Y	Carson, John 01/04/06	01/07/06	Tasks:TOTCLEAN 1	I(Linen Change)			
111	DLX	DI	VAC									
113	DLX	DI	VAC									
115	DLX	DI	VAC									



Task She	et	01/04/06	)/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/1
Attendant	Id and Name	/	
Task Deta	ails		
Task Shee	et No.	1	Completed Date
Auto Gene	erated	Y	
Instructior	าร	-	n in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom st light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.
Room Det	ails		
Room	Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials
117	DLX	DI	VAC
119	DLX	DI	VAC
11919	DLX EAST	DI EAST	VAC
11920	DLX EAST	DI EAST	VAC
121	DLX	DI	VAC
@ 1221	DBL	DI	VAC



Task Shee	et	01/04/06	HOTEL RU	JLES,LT,OHIO	STA	TEBUCK,TOT	CLEAN,T	URNDOV	VN,VAC,VIP/1			
Attendant	ld and Name	/										
Task Deta	ils											
Task Sheet No. Auto Generated		1 Completed Date										
		Y	·									
Instruction	S	•	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 Det	ails											
Room	Room Type	Room Status	FO Status	Resv Status	Titl	e Name		VIP	Tasks / Room Instructions			
	AM Sect	PM Sect	Next Arr Ti	me TD Arriva	al	Time Depart	ure Time	Adl Chl	Specials			
1222	DBL	DI	VAC									
123	DLX	DI	VAC	Arrival	Y	Watkins, I 01/04/06	Daniel 01/07	7/06	Tasks:TOTCLEAN(Linen Change			
125	DLX	DI	VAC									
Total for <i>i</i>	Attendant	-										
Total Roc	oms			15								
Total Adu	ılts			2								
Total Chil												
Dirty				15								
@ Sleep	o # Skip	! Arrival										

Filter Task Date From 01/04/06 to 01/04/06 Attendant: ALL Task Code: 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



Task She	et	01/04/06	5/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/2									
Attendant	Id and Name	/										
Fask Deta	ails											
Task Shee	et No.	2	Completed Date									
Auto Gene	erated	Y										
Instructior	IS	-	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 Det	tails											
Room	Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions									
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials									
301	ТК	DI	VAC									
302	ТК	DI	VAC									
303	ТК	DI	VAC									
304	ТК	DI	VAC									
305	ТК	DI	VAC									
306	ТК	DI	VAC									



Task	< She	et	01/04/06	6/HOTEL RU	ILES,LT,OHIOS	STATEBUCK, TOTCLEAN, T	URNDOV	VN,VAC,VIP/2	
Atter	ndant	Id and Name	/						
Task	c Deta	ails							
Task	k She	et No.	2		Completed D	ate			
Auto	Gen	erated	Y						
nstr	uctior	าร	•		•	furniture and carpets. Apply verlet and leave chocolates			
loor	m Det	tails							
R	loom	Room Type	Room Status	FO Status	Resv Status	Title Name	VIP	Tasks / Room Instruc	tions
		AM Sect	PM Sect	Next Arr Tir	me TD Arriva	I Time Departure Time	Adl Chl	Specials	
3	07	ТК	DI	VAC					
3	08	ТК	DI	VAC					
3	09	ТК	DI	VAC					
3	10	ТК	DI	VAC					
3	11	ТК	DI	VAC					
3	12	ТК	DI	OCC	Stayover	Riverview Farms 01/03/06 09:43 01/0	5/06	Tasks:TURNDOWN 1	
		Block Code	S&C_CE						
	Task Code RULES,LT, Show Due Show Gues	OHIOSTATEBUCK,TOTCL Outs Only: N Show Ho st Name: Y Show Spe	.EAN,TURNDOWN,VAC,VIP useUse: Y		F	Page 5 of 27			hsk_tasksheet_9l



Task She	et	01/04/06	6/HOTEL RU	JLES,LT,OHIOS	STATEBUCK, TOTCLEAN,	FURNDOV	VN,VAC,VIP/2					
Attendant	Id and Name	/	/									
Task Deta	ails											
Task She	et No.	2										
Auto Gen	erated	2 Completed Date Y										
Instructior	ns	•	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 Det	tails											
Room	Room Type	Room Status	FO Status	Resv Status	Title Name	VIP	Tasks / Room Instruction	ons				
	AM Sect	PM Sect	Next Arr Ti	me TD Arriva	I Time Departure Time	Adl Chl	Specials					
313	ТК	DI	000	Stayover	<b>Riverview Farms</b>		Tasks:TURNDOWN					
					01/03/06 09:43 01/0	5/06	1					
	Block Code	S&C_CE										
315	тк	DI	VAC									
316	тк	DI	VAC									
Total for	Attendant	-										
Total Ro	oms			15								
Total Ad	ults			2								
Total Ch	ildren											
Departur	e Rooms											
Dirty				15								
@ Slee	p # Skip	! Arrival										
Task Code RULES,LT, Show Due Show Gues	, OHIOSTATEBUCK, TOTCL Outs Only: N Show Ho st Name: Y Show Sp	.EAN, TURNDOWN, VAC, VIP useUse: Y		ľ	Page 6 of 27			hsk_tasksheet_9				



Task Shee	et	01/04/06	5/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/3								
Attendant	Id and Name	/									
Fask Deta	ails										
Fask Shee	et No.	3	Completed Date								
Auto Gene	erated	Y									
nstruction	IS		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 Det	ails										
Room	Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions								
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials								
317	ТК	DI	VAC								
318	ТК	DI	VAC								
319	ТК	DI	VAC								
320	ТК	DI	VAC								
321	ТК	DI	VAC								
322	ТК	DI	VAC								



Task She	et	01/04/06	5/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/3								
Attendant	Id and Name	/									
Fask Deta	ails										
Task She	et No.	3	Completed Date								
Auto Gen	erated	Y									
Instructior	าร	-	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 Det	tails										
Room	Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions								
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials								
323	ТК	DI	VAC								
324	ТК	DI	VAC								
325	ТК	DI	VAC								
326	TD	DI	VAC								
327	TD	DI	VAC								
328	TD	DI	VAC								



Task She	et	01/04/06	6/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/3
Attendant	Id and Name	/	
Task Deta	ails		
Task Shee	et No.	3	Completed Date
Auto Gene	erated	Y	
Instructior	าร	•	h in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom ust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.
Room Det	ails		
Room	Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials
329	TD	DI	VAC
330	TD	DI	VAC
331	TD	DI	VAC
Total for	Attendant	-	
Total Roo	oms		15
Total Adu	ults		
Total Chi	ildren		
Departur	e Rooms		
Dirty			15



Task She	et	01/04/06	6/HOTEL RU	LES,LT,	OHIOS	STATE	BUCK, TOTCLEAN,	TURN	DOW	/N,VAC,VIP/4		
Attendant	ld and Name	/										
Task Deta	ails											
Task Shee	et No.	4	4 Completed Date									
Auto Gene	erated	Y										
Instruction	IS	-	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 Det	ails											
Room	Room Type	Room Status	FO Status	Resv Sta	atus	Title	Name	١	VIP	Tasks / Room Instructions		
	AM Sect	PM Sect	Next Arr Tir	me TD	Arriva	I T	ime Departure Time	Adl	Chl	Specials		
332	TD	DI	VAC									
333	TD	DI	VAC									
334	TD	DI	VAC									
335	TD	DI	VAC									
344	DLX	DI	OCC	Stayove		Y	Kohlman, Jonathai 01/02/06 10:52 01/0		5	Tasks:VIP 1		
402	СК	DI	VAC									



Task She			6/HOTEL RU	LES,LT,OHIO	STAT	EBUCK,TOTCLEAN,T	URNDOW	/N,VAC,VIP/4	
Attendant	Id and Name	/							
Task Deta	ails								
Task Shee	et No.	4		Completed I	Date				
Auto Gene	erated	Y							
Instruction	IS	•						over as needed. Disinfect ba n carpet, upholstery, drapes.	
Room Det	ails								
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name	VIP	Tasks / Room Instructions	
	AM Sect	PM Sect	Next Arr Tir	ne TD Arriva	al T	Time Departure Time	Adl Chl	Specials	
403	СК	DI	VAC						
404	СК	DI	VAC						
405	СК	DI	VAC						
406	СК	DI	VAC						
408	СК	DI	VAC						
409	СК	DI	OCC	Stayover	Y	k;'k'lk' 01/03/06 09:42 01/05		Tasks:LT 1	



Task She	et	01/04/06	06/HOTEL RULES, LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP/4							
Attendant	Id and Name									
Task Deta	ails									
Task Sheet No.		4 Completed Date								
Auto Gen	erated	Y								
Instructior	าร	•	ch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom ust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.							
Room Det	tails									
Room	Room Type	Room Status	s FO Status Resv Status Title Name VIP Tasks / Room Instructions							
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials							
410	СК	DI	VAC							
411	СК	DI	VAC							
412	СК	DI	VAC							
Total for	Attendant	-								
Total Ro	oms		15							
Total Ad										
Total Ch			2							
	e Rooms									
Dirty			15							
@ Slee	p # Skip	! Arrival								



Т	ask She	et	01/04/06	6/HOTEL RU	JLES,LT,OHI	OSTATEBUCK,TOTCLEAN,T	URNDO	VN,VAC,VIP/5						
A	ttendant	Id and Name	/											
Т	ask Deta	ails												
Т	ask She	et No.	5		Completed	Date								
A	uto Gen	erated	Y	Y										
Ir	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.										
R	oom De	tails												
	Room	Room Type	Room Status	FO Status	Resv Status	Title Name	VIP	Tasks / Room In	structions					
		AM Sect	PM Sect	Next Arr T	ime TD Arri	val Time Departure Time	Adl Chl	Specials						
	413	СК	DI	VAC										
	415	СК	DI	VAC										
	416	СК	DI	VAC										
	417	СК	DI	000	Stayover	GORDON, JEFF 01/02/06 02:34 01/06	1 5/06	Tasks:LT 1						
		Block Code	S&C 0106											
	418	СК	DI	VAC	Departed	Barnwell, Beth 01/01/06 08:07 01/04	/06 03:		N(Linen Change)					
	420	СК	DI	VAC										
Filte	Task Code RULES,LT Show Due Show Gue	Outs Only: N Show Ho st Name: Y Show Sp	EAN, TURNDOWN, VAC, VIP useUse: Y			Page 13 of 27			hsk_tasksheet_9l					



Task She	et	01/04/06	6/HOTEL RI	JLES,LT,OHIO	STAT	EBUCK,TOTCLEAN,TU	JRNDO	WN,VAC,VIP/5						
Attendant	Id and Name	/												
Task Deta	ails													
Task She	et No.	5	5 Completed Date											
Auto Gen	erated	Y	Y											
Instructior	าร	•	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 Det	tails													
Room	Room Type	Room Status	FO Status	Resv Status	Title	Name	VIP	Tasks / Room Instructions						
	AM Sect	PM Sect	Next Arr Ti	ime TD Arriva	ıl .	Time Departure Time	Adl Ch	l Specials						
421	СК	DI	VAC	Arrival		Michaels, Eddie 01/04/06 01/04	/06	Tasks:TOTCLEAN(Linen Change) 1						
501	DLX	DI	000	Stayover		* GIFFI, HARRY 01/02/06 10:14 01/05	/06	Tasks:VIP 2						
503	DLX	DI	VAC											
507	DLX	DI	VAC											
509	DLX	DI	VAC											
511	DLX	DI	000	Stayover	Y	Slater, Gary 01/03/06 09:45 01/06	1 /06	Tasks:VIP 1						



Task She	et	01/04/06	MOTEL RI			EBUCK,TOTCL	FAN T		VN.VAC.VIP/5			
	Id and Name	/		0220,21,01			<u> </u>		, , , , , , , , , , , , , , , , , , ,			
		/										
Task Deta				- ·								
Task Shee		5	Completed Date									
Auto Gene		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 Det	ails											
Room	Room Type	Room Status	FO Status	Resv Statu	ıs Title	e Name		VIP	Tasks / Room Ir	nstructions		
	AM Sect	PM Sect	Next Arr T	ime TD A	rrival	Time Departure	Time	Adl Chl	Specials			
513	DLX	DI	VAC									
515	DLX	DI	VAC									
517	DLX	DI	VAC	Arrival		Slater, Tom			Tasks:TOTCLE	N(Linen Change)		
						01/04/06	01/04	I/06	1			
Total for	Attendant	-										
Total Roo	oms			15								
Total Adu	ults			7								
Total Chi	ldren											
Departure	e Rooms											
Dirty				15								
@ Slee	p # Skip	! Arrival										

@ Sleep # Экір ! Arrivai



Task She	et	01/04/06	5/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/6									
Attendant	ld and Name	/										
Task Deta	ails											
Task Shee	et No.	6	Completed Date									
Auto Gene	erated	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 Det	ails											
Room	Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions									
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials									
519	DLX	DI	VAC									
521	DLX	DI	VAC									
525	DLX	DI	VAC									
527	DLX	DI	VAC									
529	DLX	DI	VAC									
531	DLX	DI	VAC									



Task She	et	01/04/06	HOTEL RU	JLES,LT,OHIOSTA <sup>-</sup>	TEBUCK,TOTCLE	EAN,TURNDOV	VN,VAC,VIP/6					
Attendant	Id and Name	/										
Task Deta	ails											
Task Sheet No.		6	6 Completed Date									
Auto Gene	erated	Y										
Instruction	าร		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 Det	tails											
Room	Room Type	Room Status	FO Status	Resv Status Title	e Name	VIP	Tasks / Room Instructions					
	AM Sect	PM Sect	Next Arr Ti	me TD Arrival	Time Departure	Time Adl Chl	Specials					
601	ТК	DI	VAC									
602	ТК	DI	VAC	Arrival	Sorensen, Art 01/04/06	hur 01/06/06	Tasks:TOTCLEAN(Linen Change) 1					
604	ТК	DI	000	Stayover	EARNHARDT 01/02/06 04:24		Tasks:TURNDOWN 1					
	Block Code	S&C_0106										
606	ТК	DI	VAC									
608	ТК	DI	VAC									
610	ТК	DI	VAC									



Task She	et	01/04/06	06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/6									
Attendant	Id and Name	/										
Task Deta	ails											
Task She	et No.	6	6 Completed Date									
Auto Gen	erated	Y	Y									
Instructior	าร	•	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 De	tails											
Room	Room Type	Room Status	s FO Status Resv Status Title Name VIP Tasks / Room Instructions									
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials									
701	ТК	DI	VAC									
702	ТК	DI	VAC									
703	ТК	DI	VAC									
Total for	Attendant	-										
Total Ro	oms		15									
Total Ad	ulto		2									
Total Ch			Ζ.									
	e Rooms											
Dirty			15									
@ Slee	p # Skip	! Arrival										
	$h = \frac{1}{2}$	: Anivai										



Task She	et	01/04/06	6/HOTEL RULES, LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP/7									
Attendant	Id and Name	/										
Task Deta	ails											
Task Shee	et No.	7	Completed Date									
Auto Gene	erated	Y										
Instructior	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 Det	ails											
Room	Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions									
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials									
704	ТК	DI	VAC									
705	ТК	DI	VAC									
707	ТК	DI	VAC									
709	ТК	DI	VAC									
711	ТК	DI	VAC									
713	ТК	DI	VAC									



Task She	et	01/04/06	5/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/7								
Attendant	Id and Name	/									
Task Deta	nils										
Task Shee	et No.	7	7 Completed Date								
Auto Gene	erated	Y									
Instructior	IS		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 Det	ails										
Room	Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions								
	AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials								
715	ТК	DI	VAC								
801	TD	DI	VAC								
802	TD	DI	VAC								
803	TD	DI	VAC								
804	TD	DI	VAC								
805	TD	DI	VAC								



et	01/04/06	6/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/7									
Id and Name	/										
ails											
et No.	7	Completed Date									
erated	Y	Y									
IS	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.										
ails											
Room Type	Room Status	FO Status Resv Status Title Name VIP Tasks / Room Instructions									
AM Sect	PM Sect	Next Arr Time TD Arrival Time Departure Time Adl Chl Specials									
TD	DI	VAC									
TD	DI	VAC									
Attendant	-										
oms		14									
ults											
ildren											
e Rooms											
		14									
	Id and Name iils et No. erated as rails Room Type AM Sect TD TD Attendant oms ults Idren	Id and Name / nils et No. 7 erated Y ns Light Touch fixtures. Du rails Room Type Room Status AM Sect PM Sect TD DI TD DI Attendant - oms ults Idren									



Task She	et	01/04/06	HOTEL RU	JLES,LT,	OHIOS	STATE	EBUCK,TOTCLEAN,	TURNI	DOV	VN,VAC,VIP/8	8		
Attendant	Id and Name	/											
Task Deta	nils												
Task Shee	et No.	8	8 Completed Date										
Auto Gene	erated	Y											
Instructior	IS	-	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 Det	ails												
Room	Room Type	Room Status	FO Status	Resv Sta	atus	Title	Name	١	/IP	Tasks / Roc	om Instructions		
	AM Sect	PM Sect	Next Arr Ti	me TD	Arriva	I T	ime Departure Time	e Adl	Chl	Specials			
808	TD	DI	VAC										
809	TD	DI	VAC										
810	TD	DI	VAC										
901	СК	DI	OCC	Stayove	r	Y	Slattery, Sean 01/02/06 01:43 01/0	05/06	2	Tasks:LT 1			
902	CD	DI	VAC										
903	СК	DI	VAC										



Task She	et	01/04/06	HOTEL RU	JLES,LT,OHIO	STA	TEBUCK,TOTCLE	AN,TURNDOV	N,VAC,V	/IP/8			
Attendant	Id and Name	/				·		· ·				
Task Deta	ails											
Task Shee	et No.	8	8 Completed Date									
Auto Gene	erated	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 Det	ails											
Room	Room Type	Room Status	FO Status	Resv Status	Titl	e Name	VIP	Tasks /	Room Instructions			
	AM Sect	PM Sect	Next Arr Ti	ime TD Arriva	al	Time Departure Ti	ime Adl Chl	Specials				
904	CD	DI	VAC	Arrival	Y	* Gabriel, Paul 01/04/06 (	01/12/06	Tasks:T( 2	OTCLEAN(Linen Change) 1 FP,BABY CRIB			
905	СК	DI	VAC		-			_				
906	CD	DI	OCC	Stayover	Y	sutton 01/03/06 09:47 (	01/06/06	Tasks:LT 1	Γ			
907	СК	DI	VAC									
908	CD	DI	VAC									
909	СК	DI	VAC									



d and Name		···• · == · ·		51A	TEBUCK,TOTCLEAN,TU	IRNDOW	VN,VAC,VIP/8					
	/											
ls												
Task Sheet No. Auto Generated Instructions		8 Completed Date										
		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 carpet, upholstery, drapes.										
ils												
Room Type	Room Status	FO Status	Resv Status	Titl	e Name	VIP	Tasks / Room Instructions					
AM Sect	PM Sect	Next Arr T	ime TD Arriv	al	Time Departure Time	Adl Chl	Specials					
CD	DI	OCC	Due Out		ram is testing		Tasks:TOTCLEAN(Linen Change)					
				Υ	01/02/06 04:07 01/04/0	06	1					
CD	DI	000	Stayover		* Sutton, Case		Tasks:LT					
				Y	01/03/06 09:46 01/06/	06	2					
ttendant	-											
ms			14									
ts			7									
Total Children			1									
Rooms			1									
			14									
	ils Room Type AM Sect CD CD ttendant ms ts Iren	rated Y Light Touch fixtures. Dur ils Room Type Room Status AM Sect PM Sect CD DI CD DI CD DI ttendant - ms ts fren Rooms	ratedYLight Touch in room WilsRoom TypeRoom StatusAM SectPM SectDIOCCCDDIOCCCDDICDOCCttendant-nstsRooms	rated Y Light Touch in room Vacuum drapes fixtures. Dust light bulbs. Turndown of ils Room Type Room Status FO Status Resv Status AM Sect PM Sect Next Arr Time TD Arriv CD DI OCC Due Out CD DI OCC Due Out CD DI OCC Stayover ttendant - ms 14 ts 7 iten 1 Rooms 1 14	rated Y Light Touch in room Vacuum drapes, furn fixtures. Dust light bulbs. Turndown cover ils Room Type Room Status FO Status Resv Status Titl AM Sect PM Sect Next Arr Time TD Arrival CD DI OCC Due Out Y CD DI OCC Stayover Y ttendant - ms 14 ts 7 tren 1 Rooms 1 14	Y Light Touch in room Vacuum drapes, furniture and carpets. Apply s fixtures. Dust light bulbs. Turndown coverlet and leave chocolates.   IIs Room Type Room Status FO Status Resv Status Title Name   AM Sect PM Sect Next Arr Time TD Arrival Time Departure Time   CD DI OCC Due Out ram is testing Y 01/02/06 04:07   CD DI OCC Stayover * Sutton, Case   Y 01/03/06 09:46 01/06/   ttendant -   ns 14   Kes 7   Iten 1   Rooms 1   Iten 1	Y Light Touch in room Vacuum drapes, furniture and carpets. Apply stain rem fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum ils   Room Type Room Status FO Status Resv Status Title Name VIP   AM Sect PM Sect Next Arr Time TD Arrival Time Departure Time Adl Chl   CD DI OCC Due Out ram is testing Y 01/02/06 04:07 01/04/06   CD DI OCC Stayover * Sutton, Case Y 01/03/06 09:46 01/06/06   ttendant - ms - 14 14 14					



	<b>~</b> 4	04/04/00				
Task Shee	et Id and Name	01/04/06	HOTEL RU	JLES,LI,OHIOSI/	ATEBUCK,TOTCLEAN,TURNDOW	/N,VAC,VIP/DND
Task Deta		7				
Task Shee		DND		Completed Date		
Auto Generated		Y			·	
Instruction						
Room Det	ails					
Room	Room Type	Room Status	FO Status	Resv Status Ti	tle Name VIP	Tasks / Room Instructions
	AM Sect	PM Sect	Next Arr Ti	me TD Arrival	Time Departure Time Adl Chl	Specials
314	ТК	DI	OCC	Stayover	Riverview Farms	Tasks:TURNDOWN
					01/03/06 09:42 01/05/06	1
	Block Code	S&C_CE				
407	СК	DI	000	Stayover M	r. Slater, Tim	Tasks:LT
					01/01/06 09:36 01/11/06	1 2
414	СК	DI	OCC	Due Out	Hunter, Chad	Tasks:TOTCLEAN(Linen Change)
					01/01/06 03:35 01/04/06	1
419	СК	DI	000	Stayover	Davis Corp	Tasks:LT
					01/02/06 02:09 01/06/06	3
505	DLX	DI	000	Stayover	Devers, Mark	Tasks:VIP
					01/02/06 09:22 01/05/06	1
523	DLX	DI	000	Stayover	Samuels, Pete	Tasks:VIP
				2	01/01/06 10:22 01/11/06	1



Task Sheet Attendant Id and Name		01/04/06/HOTEL RULES, LT, OHIOSTATEBUCK, TOTCLEAN, TURNDOWN, VAC, VIP/DND						
		/						
Task Deta	ails							
Task Sheet No. Auto Generated		DND	Completed Date					
		Y						
Instructior	าร							
Room Det	tails							
Room	Room Type	Room Status	FO Status Resv Status Title	Name	VIP Tasks / Room Instructions			
	AM Sect	PM Sect	Next Arr Time TD Arrival Time	e Departure Time	Adl Chl Specials			
Total for	Attendant	-						
Total Rooms			6					
Total Adults			8					
Total Children		2						
Departure Rooms		1						
Dirty			6					

@ Sleep # Skip ! Arrival



## Housekeeping Task Sheet

11:03 AM

## **Report Summary**

Date	Task Sheet No.	Attendant	Total Rooms	Dirty Rooms	Pickup Rooms	Clean Rooms	Departure Rooms	Adults
01/04/06	6 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
Tota	I 9		124	124	0	0	2	30