

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/1

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	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
106	DLX	DI	VAC					
107	DLX	DI	VAC					
109	DLX	DI	VAC	Arrival		Carson, John		Tasks:TOTCLEAN(Linen Change)
					Y	01/04/06	01/07/06	1
111	DLX	DI	VAC					
113	DLX	DI	VAC					
115	DLX	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/1

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	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					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/1

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	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
1222	DBL	DI	VAC					
123	DLX	DI	VAC	Arrival		Watkins, Daniel		Tasks:TOTCLEAN(Linen Change)
					Y	01/04/06	01/07/06	1
125	DLX	DI	VAC					

Total for Attendant -

Total Rooms 15

Total Adults 2

Total Children

Departure Rooms

Dirty 15

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/2

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	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	TK	DI	VAC					
302	TK	DI	VAC					
303	TK	DI	VAC					
304	TK	DI	VAC					
305	TK	DI	VAC					
306	TK	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/2

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	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
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		Tasks:TURNDOWN
					01/03/06	09:43	01/05/06	1

Block Code S&C_CE

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/2

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	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
313	TK	DI	OCC	Stayover		Riverview Farms		Tasks:TURNDOWN
						01/03/06 09:43	01/05/06	1
		Block Code	S&C_CE					
315	TK	DI	VAC					
316	TK	DI	VAC					

Total for Attendant -

Total Rooms 15

Total Adults 2

Total Children

Departure Rooms

Dirty 15

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/3

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 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	TK	DI	VAC					
318	TK	DI	VAC					
319	TK	DI	VAC					
320	TK	DI	VAC					
321	TK	DI	VAC					
322	TK	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/3

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 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	TK	DI	VAC					
324	TK	DI	VAC					
325	TK	DI	VAC					
326	TD	DI	VAC					
327	TD	DI	VAC					
328	TD	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/3

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 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 Rooms				15				
Total Adults								
Total Children								
Departure Rooms								
Dirty				15				

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/4

Attendant Id and Name /

Task Details

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 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
332	TD	DI	VAC					
333	TD	DI	VAC					
334	TD	DI	VAC					
335	TD	DI	VAC					
344	DLX	DI	OCC	Stayover		Kohlman, Jonathan	5	Tasks:VIP
					Y	01/02/06 10:52	01/05/06	1
402	CK	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/4

Attendant Id and Name /

Task Details

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 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
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		k;'k'l'k'		Tasks:LT
					Y	01/03/06	09:42 01/05/06	1

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/4

Attendant Id and Name /

Task Details

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 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
410	CK	DI	VAC					
411	CK	DI	VAC					
412	CK	DI	VAC					

Total for Attendant -

Total Rooms 15

Total Adults 2

Total Children

Departure Rooms

Dirty 15

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/5

Attendant Id and Name /

Task Details

Task Sheet No. 5 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 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
413	CK	DI	VAC					
415	CK	DI	VAC					
416	CK	DI	VAC					
417	CK	DI	OCC	Stayover		GORDON, JEFF	1	Tasks:LT 01/02/06 02:34 01/06/06 1
	Block Code	S&C_0106						
418	CK	DI	VAC	Departed		Barnwell, Beth		Tasks:TOTCLEAN(Linen Change) 01/01/06 08:07 01/04/06 03:46 1
420	CK	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/5

Attendant Id and Name /

Task Details

Task Sheet No. 5 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 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
421	CK	DI	VAC	Arrival		Michaels, Eddie		Tasks:TOTCLEAN(Linen Change)
						01/04/06	01/04/06	1
501	DLX	DI	OCC	Stayover		* GIFFI, HARRY		Tasks:VIP
						01/02/06	10:14 01/05/06	2
503	DLX	DI	VAC					
507	DLX	DI	VAC					
509	DLX	DI	VAC					
511	DLX	DI	OCC	Stayover		Slater, Gary	1	Tasks:VIP
					Y	01/03/06	09:45 01/06/06	1

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/5

Attendant Id and Name /

Task Details

Task Sheet No. 5 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 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
513	DLX	DI	VAC					
515	DLX	DI	VAC					
517	DLX	DI	VAC	Arrival		Slater, Tom		Tasks:TOTCLEAN(Linen Change)
						01/04/06	01/04/06	1

Total for Attendant -

Total Rooms 15

Total Adults 7

Total Children

Departure Rooms

Dirty 15

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/6

Attendant Id and Name /

Task Details

Task Sheet No. 6 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 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					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/6

Attendant Id and Name /

Task Details

Task Sheet No. 6 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 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
601	TK	DI	VAC					
602	TK	DI	VAC	Arrival		Sorensen, Arthur		Tasks:TOTCLEAN(Linen Change)
					01/04/06		01/06/06	1
604	TK	DI	OCC	Stayover		EARNHARDT, DALE		Tasks:TURNDOWN
					01/02/06	04:24	01/06/06	1
Block Code		S&C_0106						
606	TK	DI	VAC					
608	TK	DI	VAC					
610	TK	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/6

Attendant Id and Name /

Task Details

Task Sheet No. 6 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 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
701	TK	DI	VAC					
702	TK	DI	VAC					
703	TK	DI	VAC					

Total for Attendant -

Total Rooms 15

Total Adults 2

Total Children

Departure Rooms

Dirty 15

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/7

Attendant Id and Name /

Task Details

Task Sheet No. 7 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 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	TK	DI	VAC					
705	TK	DI	VAC					
707	TK	DI	VAC					
709	TK	DI	VAC					
711	TK	DI	VAC					
713	TK	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/7

Attendant Id and Name /

Task Details

Task Sheet No. 7 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 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	TK	DI	VAC					
801	TD	DI	VAC					
802	TD	DI	VAC					
803	TD	DI	VAC					
804	TD	DI	VAC					
805	TD	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/7

Attendant Id and Name /

Task Details

Task Sheet No. 7 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 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
806	TD	DI	VAC					
807	TD	DI	VAC					

Total for Attendant -

Total Rooms 14

Total Adults

Total Children

Departure Rooms

Dirty 14

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/8

Attendant Id and Name /

Task Details

Task Sheet No. 8 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 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
808	TD	DI	VAC					
809	TD	DI	VAC					
810	TD	DI	VAC					
901	CK	DI	OCC	Stayover		Slattery, Sean	2	Tasks:LT
					Y	01/02/06 01:43	01/05/06	1
902	CD	DI	VAC					
903	CK	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/8

Attendant Id and Name /

Task Details

Task Sheet No. 8 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 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
904	CD	DI	VAC	Arrival		* Gabriel, Paul		Tasks:TOTCLEAN(Linen Change)
					Y	01/04/06	01/12/06	2 1 FP,BABY CRIB
905	CK	DI	VAC					
906	CD	DI	OCC	Stayover		sutton		Tasks:LT
					Y	01/03/06	09:47 01/06/06	1
907	CK	DI	VAC					
908	CD	DI	VAC					
909	CK	DI	VAC					

Housekeeping Task Sheet

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP/8

Attendant Id and Name /

Task Details

Task Sheet No. 8 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 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
912	CD	DI	OCC	Due Out		ram is testing		Tasks:TOTCLEAN(Linen Change)
					Y	01/02/06	04:07 01/04/06	1
914	CD	DI	OCC	Stayover		* Sutton, Case		Tasks:LT
					Y	01/03/06	09:46 01/06/06	2

Total for Attendant -

Total Rooms 14

Total Adults 7

Total Children 1

Departure Rooms 1

Dirty 14

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

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

Attendant Id and Name /

Task Details

Task Sheet No. DND Completed Date

Auto Generated Y

Instructions

Room Details

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
314	TK	DI	OCC	Stayover		Riverview Farms		Tasks:TURNDOWN
						01/03/06 09:42 01/05/06		1
								Block Code S&C_CE
407	CK	DI	OCC	Stayover	Mr.	Slater, Tim		Tasks:LT
						01/01/06 09:36 01/11/06		1 2
414	CK	DI	OCC	Due Out		Hunter, Chad		Tasks:TOTCLEAN(Linen Change)
						01/01/06 03:35 01/04/06		1
419	CK	DI	OCC	Stayover		Davis Corp		Tasks:LT
						01/02/06 02:09 01/06/06		3
505	DLX	DI	OCC	Stayover		Devers, Mark		Tasks:VIP
						01/02/06 09:22 01/05/06		1
523	DLX	DI	OCC	Stayover		Samuels, Pete		Tasks:VIP
						01/01/06 10:22 01/11/06		1

Housekeeping Task Sheet

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

Attendant Id and Name /

Task Details

Task Sheet No. DND Completed Date

Auto Generated Y

Instructions

Room Details

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

Total for Attendant -

Total Rooms 6

Total Adults 8

Total Children 2

Departure Rooms 1

Dirty 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
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