

Housekeeping Task Sheet

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
106	DLX	DI	VAC															
107	DLX	DI	VAC															
109	DLX	DI	VAC			Arrival			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	EAST													
11920	DLX	DI	VAC	EAST	EAST													
121	DLX	DI	VAC															
@ 1221	DBL	DI	VAC															
1222	DBL	DI	VAC															
123	DLX	DI	VAC			Arrival	AM		Watkins, Daniel	01/04/06		01/07/06			1			Tasks:TOTCLEAN(Linen Change)
125	DLX	DI	VAC															

Total for Attendant -

Total Rooms 15

Departure Rooms 0

Total Adults 2

Total Children

Dirty 15

Housekeeping Task Sheet

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
@ Sleep	# Skip	! Arrival																

Housekeeping Task Sheet

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 No	Room Type	Room Status	FO Status	AM Sect	Resv PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	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															

Housekeeping Task Sheet

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
Total for Attendant																		
-																		
Total Rooms				15														
Departure Rooms				0														
Total Adults				2														
Total Children																		
Dirty				15														

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

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

Total for Attendant -

Total Rooms 15

Departure Rooms 0

Total Adults

Total Children

Dirty 15

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

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

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	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			Kohlman, Jonathan	01/02/06	10:52	01/05/06		5	1		Tasks:VIP	
402	CK	DI	VAC															Room Conditions:GENER AL
403	CK	DI	VAC															Room Conditions:GENER AL
404	CK	DI	VAC															Room Conditions:GENER AL
405	CK	DI	VAC															Room Conditions:GENER AL
406	CK	DI	VAC															Room Conditions:GENER AL
408	CK	DI	VAC															
409	CK	DI	OCC			Stayover			k;'k'lk'	01/03/06	09:42	01/05/06			1		Tasks:LT	
410	CK	DI	VAC															Room Conditions:SHOW
411	CK	DI	VAC															
412	CK	DI	VAC															

Housekeeping Task Sheet

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

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
Total for Attendant																		
-																		
Total Rooms				15														
Departure Rooms				0														
Total Adults				2														
Total Children																		
Dirty				15														

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

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

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
413	CK	DI	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	
			Block Code	S&C_0106														
418	CK	DI	VAC			Departed			Barnwell, Beth	01/01/06	08:07	01/04/06	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			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)	

Housekeeping Task Sheet

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

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
Total for Attendant																		
-																		
Total Rooms				15														
Departure Rooms				0														
Total Adults				7														
Total Children																		
Dirty				15														

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

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

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	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	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															

Total for Attendant

Total Rooms 15
 Departure Rooms 0
 Total Adults 2
 Total Children
 Dirty 15

Housekeeping Task Sheet

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

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
@	Sleep	#	Skip	!	Arrival													

Housekeeping Task Sheet

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

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 No	Room Type	Room Status	FO Status	AM Sect	Resv PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	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 for Attendant -

Total Rooms 14

Departure Rooms 0

Total Adults

Total Children

Dirty 14

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

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

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 No	Room Type	Room Status	FO Status	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
808	TD	DI	VAC															
809	TD	DI	VAC															
810	TD	DI	VAC															
901	CK	DI	OCC			Stayover			Slattery, Sean	01/02/06	01:43	01/05/06		2	1			Tasks:LT
902	CD	DI	VAC															
903	CK	DI	VAC															
904	CD	DI	VAC			Arrival			* 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			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			ram is testing	01/02/06	04:07	01/04/06			1			Tasks:TOTCLEAN(Linen Change)
914	CD	DI	OCC			Stayover			* Sutton, Case	01/03/06	09:46	01/06/06			2			Tasks:LT

Total for Attendant

-

Total Rooms 14

Departure Rooms 1

Total Adults 7

Total Children 1

Dirty 14

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

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

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	AM Sect	Sect PM	Resv Status	Nat	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	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	S&C_CE														
407	CK	DI	OCC			Stayover	F	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
523	DLX	DI	OCC			Stayover			Samuels, Pete	01/01/06	10:22	01/11/06				1		Tasks:VIP Room Conditions:GENERAL

Total for Attendant -

Total Rooms 6

Departure Rooms 1

Total Adults 8

Total Children 2

Dirty 6

@ Sleep # Skip ! Arrival

Housekeeping Task Sheet

Report Summary

Total Task Sheets	9
Total Rooms	124
Departure Rooms	2
Dirty Rooms	124
Clean Rooms	0