



VANTAA

ORIGINAL BY SOKOS HOTELS

☒ All ☐ New ☐ In process ☐ Done ☐ Cancelled



AIR CONDITIONER DOESN'T WORK

Place: Rom 205

Date: 24.01.2018

Changed: John Smith



TRANSFER TO AIRPORT

Place: Room 107

Date: 23.01.2018

Changed: Arthur Ford



ROOM CLEANING

Place: Room 506

Date: 23.01.2018

Changed: Maria Toledo



LUNCH FOR CONFERENCE

Place: Conference hall

Date: 26.01.2018

Changed: John Smith



TRANSFER FROM AIRPORT

Place: Other

Date: 24.01.2018

Changed: Tom Tailor



LAUNDRY SERVICE

Place: Room 901

Date: 21.01.2018

Changed: David Bradley

ALL

FRONT OFFICE

HOUSEKEEPING

GUEST SERVICE

FOOD AND BEVERAGE

ENGINEERING AND
MAINTENANCE

OTHER

ADD NEW NOTE

ID 123456

X



NEW



IN PROCESS



DONE



CANCELLED

Due date



Time

Responsible department

Place

Title

Details

Attachment



History:

In process – Tom Tailor 24.01.18 12:15

Add new note – John Smith 24.01.18 12:05

SAVE

CANCEL



AIR CONDITIONER
Place: Rom 205



TRANSFER TO AIR
Place: Room 107



ROOM CLEANING
Place: Room 506



LUNCH FOR COM
Place: Conference



TRANSFER FROM
Place: Other



LAUNDRY SERVICE
Place: Room 901

ALL

FRONT OFFICE

HOUSEKEEPING

GUEST SERVICE

FOOD AND BEVERAGE

ENGINEERING AND
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OTHER