

End of Shift — Managers

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Handoff & Documentation

- Submit Outgoing Manager handoff with status/issues/photos.
- Trigger Incoming Manager handoff email with form link.
- Attach key discrepancies: stock-on-arrival failures, missed zones, repeat issues.

Equipment & Closets

- Verify carts parked correctly; chargers active; spill kits complete.
- Confirm dirty laundry collected and sent per schedule.
- Note broken equipment or supply shortages; open tickets.

Compliance Snapshot

- Spot-check QR coverage vs expectations (restrooms/cafés/lobbies).
- Record overdue zones or misses requiring follow-up next shift.
- Capture safety incidents and responses.

Communications

- Send summary to shift distro (manager/leads + director as required).
- Escalate recurring gaps; record wins and shout-outs.
- Maintain follow-ups list for next shift in the Outgoing report.