



DATE _____

<input type="checkbox"/>	<u>HOUSEKEEPING LINEN CLOSETS</u>
<input type="checkbox"/>	Clean and organize closets
<input type="checkbox"/>	Empty trash
<input type="checkbox"/>	Sweep and mop
<input type="checkbox"/>	Bring down kitchen dishes
<input type="checkbox"/>	Stock room attendants carts
<input type="checkbox"/>	Fill room attendants chemical bottles
<input type="checkbox"/>	<u>OTHER</u>
<input type="checkbox"/>	Deliver guest requests as needed
<input type="checkbox"/>	Assist guests with luggage
<input type="checkbox"/>	Report any maintenance issues
<input type="checkbox"/>	Dusting!!! (All around property)
<input type="checkbox"/>	Special projects (As noted in Quore)

The overnight houseperson is also responsible in helping the overnight front desk agent to protect the assets, the guests, and one another from any persons with ill intent.

****NOTES****

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and is set against a dark background.

ALL ITEMS MUST BE COMPLETED ON A DAILY BASIS! IF YOU CANNOT COMPLETE THESE TASKS YOU MUST LET YOUR MANAGER OR SUPERVISOR KNOW. PLEASE GIVE CHECKLIST TO MANAGER OR SUPERVISOR AT THE END OF YOUR SHIFT. THANK YOU FOR ALL YOUR HELP!!