



DATE _____

- 6.) Take 30 minute lunch (CLOCK IN/OUT)
- 7.) Continue daily checklist
- 8.) Ensure Quore/front desk requests are clear
- 9.) End of day-turn in keys, radio & iPod
- 10.) Clock out and record on time sheet

LOBBY

- | | |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Dust |
| <input type="checkbox"/> | Vacuum - All Rugs and Carpets |
| <input type="checkbox"/> | Sweep & Mop |
| <input type="checkbox"/> | Clean all windows |

LOBBY RESTROOMS (Mens & Womens)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Empty Trashes |
| <input type="checkbox"/> | Clean toilets |
| <input type="checkbox"/> | Clean mirrors |
| <input type="checkbox"/> | Stock all products (Toilet paper & Paper Towels) |
| <input type="checkbox"/> | Sweep & Mop |

HOUSEKEEPING LINEN CLOSETS

- | | |
|--------------------------|---------------------------------------|
| <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"/> | Fill room attendants chemical bottles |

☐ OTHER

- | | |
|--|--------------------------------------|
| | Deliver guest requests as needed |
| | Assist guests with luggage |
| | Report any maintenance issues |
| | Dusting!!! (All around property) |
| | Special projects (As noted in Quore) |

NOTES

- [illegible]

[illegible]

- [illegible]

[illegible]

- [illegible]

[illegible]

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[illegible]

- [illegible]

[illegible]

- [illegible]

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!!