

IssueNumber	IssueCategory	Location	ResponsiblePerson	ResponsiblePersonEmail	Priority	PromisedDate	PromiseStatus	CommentsOnChecklist	CommentsOnChecklistCompleted	CommentsOnChecklistIncomplete	CommentsOnChecklistPending	CommentsOnChecklistUnchecked	CommentsOnChecklistUncheckedCount	CommentsOnChecklistUncheckedPercentage	CommentsOnChecklistUncheckedPercentageCount	ETA	STD	ReponsiblePersonAssigned	SpecialInstructions	Remarks	Recency	Reported							
101	TSK	60	Arrival / Departure	Due in / Due out	No Time Promised	Stella Kwon	Zoe Carroll	01/01/2023 - 01/02/2023	01/01/2023 - 01/02/2023	4	N/A	2	1	2	0	12:00	12:00	Claire	Baby 1 years Old		No								
102	PSK	40	Departure	Departure No Later	Delayed	10/09	Chi Young Tarkko & Adeline	N/A	02/01/2026 - 02/02/2026	N/A	1	N/A	1	1	N/A	N/A	N/A	Claire	Top Vip Guest	Call Supervisor to Check with other Service	Leave at 09:00am	Yes							
103	PSK	40	Inspected	Arrival / Departure	Delayed until Due in	Yes	10/09	Alex Mather	James Lee	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	6	0	1	0	1	0	10:00	10:00	Claire			No						
104	PSK	110	Arrival / Departure	Delayed until Due in	No Time Promised	Taylor Robinson	Megan Davis & Luke Roman	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	6	10	1	0	2	0	N/A	10:00	Claire		Allergic to flowers		No							
105	PSK	110	Inspected	Arrival / Departure	Delayed until Due in	Yes	10/09	Chris Johnson	Samantha Nguyen	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	7	2	1	0	1	0	20:00	17:00	Claire	Pre registered	Leave at 09:00am	No						
106	TSK	60000	Passenger	Departure	Delayed out	No Time Promised	N/A	Dane Thompson & Madison	N/A	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	6	N/A	N/A	1	1	N/A	N/A	Claire			No							
107	PSK	60	Departure	Delayed out	No Time Promised	N/A	Prige Stahl	N/A	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	2	N/A	N/A	1	0	N/A	12:00	Claire											
201	PSK	60	Arrival	Arrival	Delayed	10/09	Sam Thompson	Michael Brown	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	1	N/A	1	0	N/A	N/A	08:00	N/A	Not Assigned	Early Arrival		No							
202	TSK	60	Inspected	Discovery with Lines	Delayed	No Time Promised	Astra Hansen & Steven Calvert	N/A	21/01/2023 - 01/02/2026	N/A	2	N/A	2	0	N/A	N/A	N/A	Gwen			No								
203	PSK	40	In Progress	Discovery No Later	Delayed	Yes	10/09	Luka Hernandez	N/A	01/01/2026 - 01/02/2026	N/A	6	N/A	1	0	N/A	N/A	N/A	Gwen			No							
204	PSK	60	Discovery with Lines	Delayed	No Time Promised	Emily Carter	N/A	12/01/2025 - 04/02/2026	N/A	7	N/A	1	0	N/A	N/A	N/A	Gwen			No									
205	TSK	40	Discovery No Later	Delayed	No Time Promised	Natalie Wilson & Daniel	N/A	28/12/2023 - 01/01/2024	N/A	2	N/A	1	1	N/A	N/A	N/A	N/A	Gwen	Allergic to chocolate	There is a cat in the house. Do not let him near the food.	No								
206	PSK	40	Discovery No Later	Delayed	No Time Promised	Sofia Alvarez	N/A	01/01/2026 - 01/02/2026	N/A	6	N/A	1	0	N/A	N/A	N/A	N/A	Lucie			No								
207	PSK	100	In Progress	Arrival / Departure	Delayed out / Due in	Yes	14/09	Oliver Miller & Harrison Kim & Victoria Cruz	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	4	3	2	0	2	0	N/A	12:00	Lucie		No								
208	PSK	60	Arrival / Departure	Delayed out / Due in	No Time Promised	David Anderson	Olivia Moore	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	2	2	1	0	1	0	N/A	11:00	Lucie		No									
209	PSK	60	Arrival / Departure	Delayed out / Due in	No Time Promised	Ryan O'Connell	Father All & Mother All	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	1	1	1	0	2	0	N/A	N/A	Lucie		No									
201	PSK	60	Arrival / Departure	Delayed out / Due in	No Time Promised	Brandon Scott	Uta Chen & Xianan Chen	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	4	6	1	0	2	0	N/A	N/A	Harris		No									
202	TSK	60	-	Arrival	Arrival	Yes	10/09	Olivia Martin & Yulai Rahman	N/A	2	N/A	2	0	N/A	N/A	16:00	N/A	Harris		No									
203	PSK	60	-	Departure	Out Of Order	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Available											
204	PSK	60	-	Departure	Out Of Order	No Time Promised	N/A	Oliver Khalid	N/A	01/01/2026 - 01/02/2026	N/A	4	N/A	N/A	1	0	N/A	12:00	Harris	Early Arrival sometime at 09:00									
205	PSK	60	-	Departure	Out Of Order	No Time Promised	N/A	Rachel Green & Michael Green	N/A	01/01/2026 - 01/02/2026	N/A	2	N/A	N/A	2	0	N/A	14:00	Harris										
206	PSK	40	Discovery No Later	Delayed	No Time Promised	Justin Baker	N/A	01/01/2026 - 04/02/2026	N/A	6	N/A	1	0	N/A	N/A	N/A	N/A	Harris		No									
207	PSK	40	Discovery No Later	Delayed	No Time Promised	Vera Heston & Andrew Cullen	N/A	30/12/2023 - 04/01/2024	N/A	2	N/A	2	0	N/A	N/A	N/A	N/A	Harris	Stay under the carpet		No								
208	TSK	60	In Progress	Discovery No Later	Delayed	No Time Promised	Thomas Reed	N/A	11/12/2023 - 04/01/2024	N/A	4	N/A	1	0	N/A	N/A	N/A	N/A	Lily & Charlie		No								
209	PSK	40	Discovery No Later	Delayed	Yes	14/09	Nicole Lusk & Michael Lusk	N/A	31/12/2023 - 04/01/2024	N/A	8	N/A	2	0	N/A	N/A	N/A	N/A	Harris	Call Manager to check	Yes								
210	PSK	40	In Progress	Discovery No Later	Delayed	Yes	10/09	Adam Sutcliffe & Carla Merritt	N/A	01/01/2026 - 07/02/2026	N/A	9	N/A	1	1	N/A	N/A	N/A	N/A	Zoe		No							
211	PSK	60	-	Discovery No Later	Delayed	No Time Promised	Zoe Phillips & Debbie Price	N/A	30/12/2023 - 16/01/2024	N/A	1	N/A	1	1	N/A	N/A	N/A	N/A	Zoe	Wear hand bands		No							
212	PSK	60	-	Discovery with Lines	Delayed	No Time Promised	Anthony Garcia	N/A	01/01/2026 - 01/02/2026	N/A	10	N/A	1	0	N/A	N/A	N/A	N/A	Zoe	Perfume Feminine		No							
213	TSK	60	In Progress	Discovery with Lines	Delayed	No Time Promised	Aaron Delapaz	N/A	26/12/2023 - 04/01/2024	N/A	10	N/A	1	0	N/A	N/A	N/A	N/A	Zoe	Spanking water only		No							
214	PSK	60	In Progress	Discovery with Lines	Delayed	No Time Promised	N/A	01/01/2026 - 01/02/2026	N/A	10	N/A	2	0	N/A	N/A	N/A	N/A	Zoe		No									
215	PSK	60	Discovery with Lines	Delayed	No Time Promised	Catrina Price & Fawn Noel	N/A	01/01/2026 - 08/02/2026	N/A	10	N/A	2	0	N/A	N/A	N/A	N/A	Zoe		No									
216	PSK	60	Discovery with Lines	Delayed	No Time Promised	Danielle Fisher	N/A	29/12/2023 - 01/01/2024	N/A	2	N/A	1	0	N/A	N/A	N/A	N/A	Zoe		No									
217	PSK	60	Inspected	Arrival / Departure	Delayed	No Time Promised	Eric Cormican & Grace Cormican	Fiona McCarty & Jason Smith	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	4	4	2	0	2	0	N/A	12:00	Zoe		No								
218	TSK	60	Inspected	Arrival / Departure	Delayed	10/09	Gabriel Santos	Heather Wallace	01/01/2026 - 01/02/2026	01/01/2026 - 01/02/2026	2	9	1	0	1	0	12:00	12:00	Yen Chia		No								
219	TSK	60	Inspected	Arrival / Departure	Delayed	10/09	Ivan Petric	Jasmine Potter	01/01/2026 - 04/02/2026	01/01/2026 - 02/02/2026	1	1	1	0	1	0	10:00	12:00	Yen Chia	open connecting door	No								
220	PSK	60	Inspected	Arrival / Departure	Delayed	10/09	Kyle Denman	Lulu Farwell	01/01/2026 - 04/02/2026	01/01/2026 - 02/02/2026	1	3	1	0	1	0	12:00	08:00	Yen Chia		No								
221	PSK	60	Departure	Delayed	No Time Promised	Natalie Berrier & Jason Smith	N/A	30/12/2023 - 04/01/2024	N/A	4	N/A	2	0	N/A	N/A	N/A	N/A	Yen Chia		No									
222	PSK	60	Departure	Delayed	No Time Promised	Nadia Bratton	N/A	14/12/2023 - 04/01/2024	N/A	6	N/A	N/A	1	0	N/A	N/A	N/A	N/A	Yen Chia		No								
223	TSK	60	Departure	Delayed	No Time Promised	Natalie Lusk & Kristin Volmer	N/A	01/01/2026 - 03/02/2026	N/A	10	N/A	N/A	2	0	N/A	N/A	N/A	N/A	Yen Chia		No								
224	PSK	60	Inspected	Arrival / Departure	Delayed	No Time Promised	Page Remond & Quintero Herce	N/A	28/12/2023 - 02/01/2026	N/A	8	N/A	N/A	2	0	N/A	N/A	N/A	N/A	Yen Chia		No							
225	PSK	60	Inspected	Arrival / Departure	Delayed	No Time Promised	N/A	N/A	N/A	N/A	8	N/A	N/A	2	0	N/A	N/A	N/A	N/A	Yen Chia		No							

Room Number	Room Category	Checkin	Housekeeping Status	Housekeeping Task	Reservation Status	Priority	Promised Time	Guard Name	Guard Name - Guest checking in	Date of Stay - Guest checking in	Date of Stay - Guest checking out	VIP Code - Guest checking in	VIP Code - Guest checking out	Amount of Adults - Guest checking in	Amount of Adults - Guest checking out	Amount of Kids - Guest checking in	Amount of Kids - Guest checking out	ETD (Estimated Time of Arrival - Guest Checking in)	STD (Estimated Time of Departure - Guest Checking out)	Room Attendant Assigned	Special Instructions - Guest Checking in	Room Notes	Flagged						
151	STSK	45	Occupied	Turn down	Occupied	Yes	16:00	Sheri Kilby	N/A	03/12/2026 - 06/12/2026	N/A	4	N/A	2	1	N/A	N/A	N/A	N/A	Zoe	Baby 1 years Old, Cld. Adult Worker		NO						
152	PSHK	45	Occupied	Turn down	Occupied	No	No Time Promised	Claudia Tamara & Nicanor	N/A	03/12/2026 - 17/12/2026	N/A	1	N/A	1	1	N/A	N/A	N/A	N/A	Zoe	Top Vip Guest	Call Supervisor to Check Room after Service	YES						
153	BOH/KY	45	Occupied	Turn down	Occupied	No	No Time Promised	Alex Mendoza	N/A	03/12/2026 - 17/12/2026	N/A	6	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO						
154	ACQNT	115	Occupied	Turn down	Occupied	No	No Time Promised	Taylor Robinson	N/A	03/12/2026 - 20/12/2026	N/A	8	N/A	1	0	N/A	N/A	N/A	N/A	Zoe	Allergic to flowers		NO						
155	ACQNT	115	Occupied	Turn down	Occupied	No	No Time Promised	Chris Johnson	N/A	03/12/2026 - 21/12/2026	N/A	7	N/A	1	0	N/A	N/A	N/A	N/A	Zoe	Pre registered		NO						
156	STSK	65	Occupied	No Turn	Vacant	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							
157	JSQH	65	Occupied	No Turn	Vacant	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							
201	PSHQ/Q	45	Occupied	Turn down	Due in	No	No Time Promised	Michael Brown	N/A	03/12/2026 - 30/12/2026	N/A	1	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO						
202	STSK	65	Occupied	Turn down	Occupied	No	No Time Promised	Aisha Hassan & Steven Carlson	N/A	31/12/2026 - 06/01/2027	N/A	3	N/A	2	0	N/A	N/A	N/A	N/A	Zoe			NO						
203	JS/H/T	45	In Progress	Turn down	Occupied	Yes	16:00	Lucas Hernandez	N/A	03/12/2026 - 17/12/2026	N/A	6	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO						
204	JS/H/T	35	Occupied	Turn down	Occupied	No	No Time Promised	Emily Carter	N/A	14/12/2026 - 19/12/2026	N/A	7	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO						
205	BOH/K	45	Turn down	Turn down	Due in	No	No Time Promised	Natalie Wilson & Talea Rosen	N/A	28/12/2026 - 05/01/2027	N/A	2	N/A	1	1	N/A	N/A	N/A	N/A	Zoe	Allergic to chocolate	Please do a full in the house by 10:00 every service.	NO						
206	BSHQ/Q	45	Turn down	Occupied	Turn down	No	No Time Promised	Sofia Alvarez	N/A	01/01/2027 - 06/01/2027	N/A	8	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO						
207	ACQNT	115	Turn down	Occupied	21/12/2026	Dhan Miller & Ulysses Navarro	N/A	03/12/2026 - 11/01/2027	N/A	4	N/A	2	0	N/A	N/A	N/A	N/A	N/A	N/A	Zoe			NO						
208	PSHQ/Q	65	Turn down	Occupied	No	No Time Promised	David Anderson	N/A	03/12/2026 - 14/01/2027	N/A	2	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO							
209	ACQNT	45	Turn down	Turn down	Due in	No	No Time Promised	Ryan O'Conor	N/A	03/12/2026 - 04/01/2027	N/A	1	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO						
301	JS/H/T	65	Turn down	Occupied	Turn down	No	No Time Promised	Brandy Scott	N/A	03/12/2026 - 05/01/2027	N/A	4	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO						
302	STSK	65	Turn down	Occupied	20/12/2026	Paul Martin & Leah Hartman	N/A	03/12/2026 - 04/01/2027	N/A	2	N/A	2	0	N/A	N/A	N/A	N/A	N/A	N/A	Zoe			NO						
303	ACQNT	65	Occupied	No Turn	Out Of Order	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							
304	PSHK	65	Occupied	No Turn	Out Of Order	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							
305	JS/H/T	65	Occupied	No Turn	Out Of Order	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							
306	BOH/K	45	Turn down	Occupied	No	No Time Promised	Justin Baker	N/A	01/01/2027 - 04/01/2027	N/A	6	N/A	1	0	N/A	N/A	N/A	N/A	Zoe			NO							
307	STSK	45	Turn down	Occupied	No	No Time Promised	Yara Haddad & Andre Costa	N/A	30/12/2026 - 04/01/2027	N/A	3	N/A	2	0	N/A	N/A	N/A	N/A	Zoe			NO							
308	TS/HK	45	Turn down	Occupied	No	No Time Promised	Thomas Reed	N/A	31/12/2026 - 05/01/2027	N/A	4	N/A	1	0	N/A	N/A	N/A	N/A	Zoe	Like Orchids		NO							
309	JSQH/T	45	Turn down	Occupied	No	No Time Promised	Nicole Evans & Daniel Mireles	N/A	24/12/2026 - 01/01/2027	N/A	8	N/A	2	0	N/A	N/A	N/A	N/A	Zoe	Call manager to check	YES								
401	ACQNT	45	Turn down	Occupied	No	No Time Promised	Adam Suhare & Carina Merediz	N/A	02/01/2027 - 07/01/2027	N/A	9	N/A	1	1	N/A	N/A	N/A	N/A	Zoe			NO							
402	ACQNT	45	Turn down	Occupied	No	No Time Promised	Zoe Phillips & Deanna Prosek	N/A	26/12/2026 - 01/01/2027	N/A	1	N/A	1	1	N/A	N/A	N/A	N/A	Zoe			NO							
403	PSHQ/Q	65	Turn down	Occupied	No	No Time Promised	Anthony Garcia	N/A	02/01/2027 - 11/01/2027	N/A	10	N/A	1	0	N/A	N/A	N/A	N/A	Zoe	Profiles Female Attendant		NO							
404	TSQH	65	Turn down	Occupied	No	No Time Promised	Aaron Delgado	N/A	28/12/2026 - 05/01/2027	N/A	10	N/A	1	0	N/A	N/A	N/A	N/A	Yen Chia	Speaking water only		NO							
405	ACQNT	35	Turn down	Occupied	No	No Time Promised	Bianca Morales & Kyle Stevens	N/A	01/01/2027 - 08/01/2027	N/A	10	N/A	2	0	N/A	N/A	N/A	N/A	Yen Chia			NO							
406	PSHQ/Q	35	Turn down	Occupied	No	No Time Promised	Cecilia Huie & Farrah Huie	N/A	03/12/2026 - 04/01/2027	N/A	10	N/A	2	0	N/A	N/A	N/A	N/A	Yen Chia			NO							
407	JS/H/T	35	Turn down	Occupied	No	No Time Promised	Danielle Foster	N/A	28/12/2026 - 03/01/2027	N/A	2	N/A	1	0	N/A	N/A	N/A	N/A	Yen Chia			NO							
408	ACQNT	65	Turn down	Occupied	No	No Time Promised	Claire Chapman & Gavin Patterson	N/A	03/12/2026 - 22/12/2026	03/01/2027	4	N/A	2	0	N/A	N/A	N/A	N/A	Yen Chia			NO							
501	STSK	65	Turn down	Occupied	No	No Time Promised	Gabrielle Santosa	N/A	03/12/2026 - 17/12/2026	03/01/2027	2	N/A	1	0	N/A	N/A	N/A	N/A	Yen Chia			NO							
502	TS/HK	45	Turn down	Occupied	No	No Time Promised	Jean Pachon	N/A	03/12/2026 - 04/01/2027	03/01/2027	5	N/A	1	0	N/A	N/A	N/A	N/A	Yen Chia			NO							
503	JSQH/T	45	Turn down	Occupied	No	No Time Promised	Kyle Donovan	N/A	03/12/2026 - 25/12/2026	03/01/2027	1	N/A	1	0	N/A	N/A	N/A	N/A	Yen Chia			NO							
504	JSQH/T	65	Occupied	No Turn	Vacant	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							
505	BSHQ/Q	65	Occupied	No Turn	Vacant	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							
506	STSK	65	Occupied	No Turn	Vacant	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							
507	JS/H/T	65	Occupied	No Turn	Vacant	No	No Time Promised	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not Assigned							

Department	Housekeeping																	
Rights	Dashboard	Rooms	Chat	Tickets	Lost & Found	Staff	Settings	Reassign	Change Housekeeping Status	Notes	Special Instructions	History	Checklist	Credits	Housekeeping Task	Reservation Status	Rush Button	Flagged Button
Executive Housekeeper	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Housekeeping Manager	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Assistant Housekeeping Manager	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Senior Supervisor	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Supervisor	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Concierge	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
Housekeeping Room Attendant	YES	YES	YES	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	NO	NO	NO	NO	
Housekeeping Porter/Houseman	YES	YES	YES	YES	NO	YES	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	
Housekeeping Laundry Attendant	YES	YES	NO	YES	YES	NO	YES	NO	NO	YES	NO	YES	NO	NO	NO	NO	NO	
Housekeeping Public Area Attendant	YES	NO	YES	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	

Reception
Concierge
In room Dining