



## Room Attendant Daily Report

Day / Date \_\_\_\_\_

Name \_\_\_\_\_

		Maintenance										Towels			Other Notes
Room	Status	TV	light	phone	hvac	toilet	sink	bath	bed	locks	wall	bath	hand	face	Supplies Needed, Other Repairs, etc.

  

Housekeeping Status		Maintenance	
<b>V</b>	Vacant Room Not Rented Last Night	<b>X</b>	Maintenance Required
<b>VC</b>	Room Vacant and Cleaned by Housekeeper Today	<b>✓</b>	Condition OK
<b>OC</b>	Room Occupied & Cleaned. Room Cleaned by Housekeeper today.	<b>O</b>	See Notes
<b>NMS</b>	No Housekeeping Service. Room Not Cleaned by Housekeeper Today.		
<b>B</b>	Room Blocked		

**INSTRUCTIONS:** Please inspect all items in room for condition, quantity and status. Mark each column with appropriate code. Note items not listed, needed supplies, or other information in column marked "Other".

Station Key Assigned: # \_\_\_\_\_

Standard Time Required: \_\_\_\_\_

Returned (Initial) Supervisor: \_\_\_\_\_

Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

Returned (Initial) Employee: \_\_\_\_\_

Break Time: \_\_\_\_\_ Meal Time: \_\_\_\_\_

Housekeepers Signature: \_\_\_\_\_