



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				
V	Vacant Room Not Rented Last Night												X	Maintenance Required			
VC	Room Vacant and Cleaned by Housekeeper Today												✓	Condition OK			
OC	Room Occupied & Cleaned. Room Cleaned by Housekeeper today.												O	See Notes			
NMS	No Housekeeping Service. Room Not Cleaned by Housekeeper Today.																
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: _____