Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.	1	Completed Date
Auto Generated	Y	

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

	Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
	106	DLX	DI	VAC																
	107	DLX	DI	VAC																
	109	DLX	DI	VAC			Arrival		Y		Carson, John	01/04/06		01/07/06			1			Tasks:TOTCLEAN(Linen Change)
	111	DLX	DI	VAC																
	113	DLX	DI	VAC																
	115	DLX	DI	VAC																
	117	DLX	DI	VAC																
	119	DLX	DI	VAC																
	11919	DLX	DI	VAC	EAST	EAST														
	11920	DLX	DI	VAC	EAST	EAST														
	121	DLX	DI	VAC																
@	1221	DBL	DI	VAC																
	1222	DBL	DI	VAC																
	123	DLX	DI	VAC			Arrival		Y		Watkins, Daniel	01/04/06		01/07/06			1			Tasks:TOTCLEAN(Linen Change)
	125	DLX	DI	VAC																

Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.   1   Completed Date

Auto Generated   Y

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
Total for Attendant		-																	
Total Rooms			15																
Total Adults			2																
Total Children																			
Departure Rooms																			
Dirty			15																

@ Sleep   # Skip   ! Arrival

Filter: Task Date From   01/04/06 to 01/04/06   Attendant: ALL

Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Due Outs Only: N   Show HouseUse: Y   Show Guest Name: Y   Show Specials: Y
Use Priority: Y   Show Block Code: Y   Show Native Name: Y
Include Traces: Y   Department ENG,RES

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.	2	Completed Date
Auto Generated	Y	

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
301	TK	DI	VAC																
302	TK	DI	VAC																
303	TK	DI	VAC																
304	TK	DI	VAC																
305	TK	DI	VAC																
306	TK	DI	VAC																
307	TK	DI	VAC																
308	TK	DI	VAC																
309	TK	DI	VAC																
310	TK	DI	VAC																
311	TK	DI	VAC																
312	TK	DI	OCC			Stayover				Riverview Farms	01/03/06	09:43	01/05/06			1			Tasks:TURNDOWN
	Block Code	S&C_CE																	
313	TK	DI	OCC			Stayover				Riverview Farms	01/03/06	09:43	01/05/06			1			Tasks:TURNDOWN
	Block Code	S&C_CE																	
315	TK	DI	VAC																
316	TK	DI	VAC																

Filter: *Task Date From   01/04/06 to 01/04/06   Attendant: ALL*
Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Due Outs Only: N   Show HouseUse: Y   Show Guest Name: Y   Show Specials: Y
Use Priority: Y   Show Block Code: Y   Show Native Name: Y
Include Traces: Y   Department ENG,RES

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Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.   2   Completed Date

Auto Generated   Y

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
Total for Attendant		-																	
Total Rooms				15															
Total Adults				2															
Total Children																			
Departure Rooms																			
Dirty				15															

@ Sleep   # Skip   ! Arrival

Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.   3   Completed Date

Auto Generated   Y

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
317	TK	DI	VAC																
318	TK	DI	VAC																
319	TK	DI	VAC																
320	TK	DI	VAC																
321	TK	DI	VAC																
322	TK	DI	VAC																
323	TK	DI	VAC																
324	TK	DI	VAC																
325	TK	DI	VAC																
326	TD	DI	VAC																
327	TD	DI	VAC																
328	TD	DI	VAC																
329	TD	DI	VAC																
330	TD	DI	VAC																
331	TD	DI	VAC																

Total for Attendant   -

Total Rooms   15

Total Adults

Total Children

Departure Rooms

Dirty   15

Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.   3   Completed Date

Auto Generated   Y

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions

@ Sleep   # Skip   ! Arrival

Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.	4	Completed Date	
Auto Generated	Y		

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
332	TD	DI	VAC																
333	TD	DI	VAC																
334	TD	DI	VAC																
335	TD	DI	VAC																
344	DLX	DI	OCC			Stayover		Y		Kohlman, Jonathan	01/02/06	10:52	01/05/06		5	1			Tasks:VIP
402	CK	DI	VAC																
403	CK	DI	VAC																
404	CK	DI	VAC																
405	CK	DI	VAC																
406	CK	DI	VAC																
408	CK	DI	VAC																
409	CK	DI	OCC			Stayover		Y		k;'k'lk'	01/03/06	09:42	01/05/06			1			Tasks:LT
410	CK	DI	VAC																
411	CK	DI	VAC																
412	CK	DI	VAC																

Total for Attendant   -

Total Rooms	15
Total Adults	2
Total Children	
Departure Rooms	
Dirty	15

Filter: *Task Date From 01/04/06 to 01/04/06   Attendant: ALL*   *hsk_tasksheet_9*

Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Due Outs Only: N   Show HouseUse: Y   Show Guest Name: Y   Show Specials: Y
Use Priority: Y   Show Block Code: Y   Show Native Name: Y
Include Traces: Y   Department ENG,RES

Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.	4	Completed Date	
Auto Generated	Y		

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions

@ Sleep   # Skip   ! Arrival

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Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,'

Attendant Id and Name   /

Task Details

Task Sheet No.   5   Completed Date

Auto Generated   Y

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
413	CK	DI	VAC																
415	CK	DI	VAC																
416	CK	DI	VAC																
417	CK	DI	OCC			Stayover				GORDON, JEFF	01/02/06	02:34	01/06/06			1	1		Tasks:LT
	Block Code	S&C_0106																	
418	CK	DI	VAC			Departed				Barnwell, Beth	01/01/06	08:07	01/04/06	03:46		1			Tasks:TOTCLEAN(Linen Change)
420	CK	DI	VAC																
421	CK	DI	VAC			Arrival				Michaels, Eddie	01/04/06		01/04/06			1			Tasks:TOTCLEAN(Linen Change)
501	DLX	DI	OCC			Stayover				* GIFFI, HARRY	01/02/06	10:14	01/05/06				2		Tasks:VIP
503	DLX	DI	VAC																
507	DLX	DI	VAC																
509	DLX	DI	VAC																
511	DLX	DI	OCC			Stayover		Y		Slater, Gary	01/03/06	09:45	01/06/06			1	1		Tasks:VIP
513	DLX	DI	VAC																
515	DLX	DI	VAC																
517	DLX	DI	VAC			Arrival				Slater, Tom	01/04/06		01/04/06			1			Tasks:TOTCLEAN(Linen Change)

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Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.	5	Completed Date	
Auto Generated	Y		

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions

Total for Attendant   -

Total Rooms	15
Total Adults	7
Total Children	
Departure Rooms	
Dirty	15

@ Sleep   # Skip   ! Arrival

Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.   6   Completed Date

Auto Generated   Y

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
519	DLX	DI	VAC																
521	DLX	DI	VAC																
525	DLX	DI	VAC																
527	DLX	DI	VAC																
529	DLX	DI	VAC																
531	DLX	DI	VAC																
601	TK	DI	VAC																
602	TK	DI	VAC			Arrival				Sorensen, Arthur	01/04/06		01/06/06			1			Tasks:TOTCLEAN(Linen Change)
604	TK	DI	OCC			Stayover				EARNHARDT, DALE	01/02/06	04:24	01/06/06			1			Tasks:TURNDOWN
Block Code		S&C_0106																	
606	TK	DI	VAC																
608	TK	DI	VAC																
610	TK	DI	VAC																
701	TK	DI	VAC																
702	TK	DI	VAC																
703	TK	DI	VAC																

Filter: Task Date From   01/04/06 to 01/04/06   Attendant: ALL
Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Due Outs Only: N   Show HouseUse: Y   Show Guest Name: Y   Show Specials: Y
Use Priority: Y   Show Block Code: Y   Show Native Name: Y
Include Traces: Y   Department ENG,RES

Task Sheet	01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,
Attendant Id and Name	/

Task Details

Task Sheet No.	6 Completed Date
Auto Generated	Y
Instructions	Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
Total for Attendant		-																	
Total Rooms				15															
Total Adults				2															
Total Children																			
Departure Rooms																			
Dirty				15															

@ Sleep   # Skip   ! Arrival

Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.	7	Completed Date	
Auto Generated	Y		

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
704	TK	DI	VAC																
705	TK	DI	VAC																
707	TK	DI	VAC																
709	TK	DI	VAC																
711	TK	DI	VAC																
713	TK	DI	VAC																
715	TK	DI	VAC																
801	TD	DI	VAC																
802	TD	DI	VAC																
803	TD	DI	VAC																
804	TD	DI	VAC																
805	TD	DI	VAC																
806	TD	DI	VAC																
807	TD	DI	VAC																

Total for Attendant   -

Total Rooms	14	
Total Adults		
Total Children		
Departure Rooms		
Dirty	14	

@ Sleep   # Skip   ! Arrival

Filter: Task Date From   01/04/06 to 01/04/06   Attendant: ALL
         Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
         Show Due Outs Only: N   Show HouseUse: Y   Show Guest Name: Y   Show Specials: Y
         Use Priority: Y   Show Block Code: Y   Show Native Name: Y
         Include Traces: Y   Department ENG,RES

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Opera Demo Hotel, Small

Housekeeping Task Sheet

01/04/06

11:06 AM

Task Sheet   01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name   /

Task Details

Task Sheet No.   8   Completed Date

Auto Generated   Y

Instructions   Light Touch in room Vacuum drapes, furniture and carpets. Apply stain remover as needed. Disinfect bathroom fixtures. Dust light bulbs. Turndown coverlet and leave chocolates. Vacuum carpet, upholstery, drapes.

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
808	TD	DI	VAC																
809	TD	DI	VAC																
810	TD	DI	VAC																
901	CK	DI	OCC			Stayover		Y		Slattery, Sean	01/02/06	01:43	01/05/06		2	1			Tasks:LT
902	CD	DI	VAC																
903	CK	DI	VAC																
904	CD	DI	VAC			Arrival		Y		* Gabriel, Paul	01/04/06		01/12/06			2	1	FP,BABY CRIB	Tasks:TOTCLEAN(Linen Change)
905	CK	DI	VAC																
906	CD	DI	OCC			Stayover		Y		sutton	01/03/06	09:47	01/06/06			1			Tasks:LT
907	CK	DI	VAC																
908	CD	DI	VAC																
909	CK	DI	VAC																
912	CD	DI	OCC			Due Out		Y		ram is testing	01/02/06	04:07	01/04/06			1			Tasks:TOTCLEAN(Linen Change)
914	CD	DI	OCC			Stayover		Y		* Sutton, Case	01/03/06	09:46	01/06/06			2			Tasks:LT

Total for Attendant   -

Total Rooms   14

Total Adults   7

Total Children   1

Departure Rooms   1

Dirty   14

@ Sleep   # Skip   ! Arrival

Filter: Task Date From   01/04/06 to 01/04/06   Attendant: ALL   *hsk_tasksheet_9*

Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Due Outs Only: N   Show HouseUse: Y   Show Guest Name: Y   Show Specials: Y
Use Priority: Y   Show Block Code: Y   Show Native Name: Y
Include Traces: Y   Department ENG,RES

Task Sheet 01/04/06/HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,

Attendant Id and Name /

Task Details

Task Sheet No. DND Completed Date

Auto Generated Y

Instructions

Room Details

Room No	Room Type	Room Status	FO Status	AM Sect	PM Sect	Resv. Status	Next Resv Arr Time	TD	Title	Name	Arrival	Arr. Time	Departure	Dep. Time	VIP	Adl	Chl	Specials	Tasks / Room Instructions
314	TK	DI	OCC			Stayover				Riverview Farms	01/03/06	09:42	01/05/06			1			Tasks:TURNDOWN
	Block Code		S&C_CE																
407	CK	DI	OCC			Stayover			Mr.	Slater, Tim	01/01/06	09:36	01/11/06			1	2		Tasks:LT
414	CK	DI	OCC			Due Out				Hunter, Chad	01/01/06	03:35	01/04/06			1			Tasks:TOTCLEAN(Linen Change)
419	CK	DI	OCC			Stayover				Davis Corp	01/02/06	02:09	01/06/06			3			Tasks:LT
505	DLX	DI	OCC			Stayover				Devers, Mark	01/02/06	09:22	01/05/06			1			Tasks:VIP
	Traces		RES: Please deliver crib to room.																
523	DLX	DI	OCC			Stayover				Samuels, Pete	01/01/06	10:22	01/11/06			1			Tasks:VIP

Total for Attendant -

Total Rooms 6

Total Adults 8

Total Children 2

Departure Rooms 1

Dirty 6

@ Sleep # Skip ! Arrival

Filter: Task Date From 01/04/06 to 01/04/06 Attendant: ALL

Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Due Outs Only: N Show HouseUse: Y Show Guest Name: Y Show Specials: Y
Use Priority: Y Show Block Code: Y Show Native Name: Y
Include Traces: Y Department ENG,RES

hsk_tasksheet_9

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Report Summary

Date	Task Sheet No. Attendant	Total Rooms	Dirty Rooms	Pickup Rooms	Clean Rooms	Departure Rooms	Adults
01/04/06	1	15	15	0	0	0	2
	2	15	15	0	0	0	2
	3	15	15	0	0	0	
	4	15	15	0	0	0	2
	5	15	15	0	0	0	7
	6	15	15	0	0	0	2
	7	14	14	0	0	0	
	8	14	14	0	0	1	7
	DND	6	6	0	0	1	8
Total	9	124	124	0	0	2	30

hsk_tasksheet_9

Filter: Task Date From   01/04/06 to 01/04/06   Attendant: ALL
Task Code: HOTEL RULES,LT,OHIOSTATEBUCK,TOTCLEAN,TURNDOWN,VAC,VIP
Show Due Outs Only: N   Show HouseUse: Y   Show Guest Name: Y   Show Specials: Y
Use Priority: Y   Show Block Code: Y   Show Native Name: Y
Include Traces: Y   Department ENG,RES