

HOUSEKEEPING ROOM LOG

DATE: _____

Rooms Rented Last Night: _____

No Shows: _____

Vacant Dirty before Audit: _____

Rooms to Clean (Rented + VD - NS): _____

ROOM ATTENDANT	STAYOVERS	CHECKOUTS	DND/TOWELS	EXTRA WORK	HOURS WORKED
TOTALS:				GRAND TOTAL:	

OTHER HKP DEPT	POSITION			EXTRA WORK	HOURS WORKED
	HEAD				
	LAUNDRY				

Labor Quick Check >> Total Hours Worked:

Hours per Room Rented:

Were any rooms in the system marked clean actually dirty? ___Yes ___No

If Yes, Explain:

Were any rooms in the system marked dirty actually clean? ___Yes ___No

If Yes, Explain:

Head Housekeeper

Auditor