

HOUSEKEEPING ROOM LOG

DATE: ____/____/____

ROOMS SOLD: _____

Vacant Dirty Rooms (BEFORE AUDIT)

***These could be early checkouts or moved rooms, etc. Write in reason in space provided. Make sure that people checking out in the evening are charged room and tax.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ROOMS RENTED AFTER AUDIT:

***Make sure to post room tax for these.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NO SHOWS:

***Make sure to check in guest, run audit, charge credit card, check out guest. Write "GNS Reservation" in signature field. Place copy of reg card and credit card folio in auditor box and original in audit pack.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of rooms to clean: _____

(Rooms Sold + Vacant Dirty rooms + Rooms Rented After Audit – No Shows)

Head Housekeeper: Please list any discrepancies.

*I.E. Vac Clean rooms that are dirty or rooms dirty that should not be. Also list rooms shown as dirty and are already clean.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Auditor

Head Housekeeper