



Check List – Mid Shift

Associates Name: _____
 (Print)

Date: _____

Directions: All items must be time stamped and initialed. If an item is not done, enter reason and initial.

	Description	Time Accomplished	Initials
1	Count Drawer and initial previous shifts Shift Report before previous shift leaves.		
2	Read pass down on SLACK		
3	Read admin@staywise emails – address as needed	continuous	
4	Walk property, sweep sidewalk/empty trash/clean ash trays		
5	Ask for a ‘happy guest’ to help us by leaving us a review!		
6	Upkeep of coffee area/stock supplies		
7	Set up ‘Warm Welcome” (2:45)		
8	Refill lemon water/ice as needed		
9	Clean back office surfaces/countertop and vacuum		
10	Mop, dust and clean glass in lobby		
11	Clean restrooms/restock supplies		
12	Clean front and back entrance doors		
13	Continue Walk log		
14	Complete Shift Change Report and Cash Handling		
15	Break down Warm Welcome (7pm)		
16	Check hot tub temps (hourly) Post on SLACK		
17	Post to SLACK current room count and # of pending incoming reservations for the evening		
18	Print Shift Report and make drop		
19			
20			

BELOW FOR MANAGER’S USE ONLY

Manager’s signature indicates review of above and verification that all items have been accomplished to standards.

Manager’s Signature: _____ Date: _____