



AFFORDABLE I N N S

Check List – Day Shift

Associates Name: _____

Date: _____

Directions: All items must be initialed by **current and next shift**. If an item is not done, enter reason and initial.

	Description	Time Accomplished (Required)	Employee Initials
1	Count drawer and initial previous shifts report before previous shift leaves.		
2	Read pass down log		
3	Sweep sidewalk/ trash / pick-up		
4	Check-in all reservations in system, and file in incoming reservation folder		
5	Clean bathroom		
6	Stock supply shelves (sugars, creamers, teas)		
7	Breakfast cleared (M-F 9am, Weekends 10am)		
8	Clean all door windows inside and out		
9	Dust, clean lobby area, tables, chair legs		
10	Vacuum – change bag when full		
11	Mop lobby		
12	Run daily CC report to balance		
13	Ensure all guests are checked out of system by 1:00 pm		
14	Iron pillow cases as needed	Continuous	
15	Make sure doughnuts are faced and shelves cleaned	Continuous	
16	Upkeep of coffee area – pots full and counters clean	Continuous	
17	Clean desk surfaces	Continuous	
18	Keep up on walk log – initial	Continuous	
19	Complete shift change reports and cash handling	Continuous	
20	Empty all trash at end of shift – take to dumpster		
21	Text General Manager with current room count and incoming reservations.	8:00 am 2:30 pm	

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: _____