



## Check List – Night Shift

Associates Name: \_\_\_\_\_  
(Print)

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 checklist <b>before</b> previous shift leaves.		
2	Read passdown on SLACK		
3	Read admin@staywise emails – address as needed		
4	Stock and clean guest bathrooms		
5	Sweep and clean pool (2am)		
6	Walk halls/up/down as safety/security check – at least 2x (more if needed)		
7	Lemon Water/ice refill		
8	Stock supply shelves (sugars, creamers, teas, etc)		
9	Start Breakfast Checklist (10:30pm)		
10	Conduct Night Audit (after 3:01a.m.)		
11	Keep up on walk log.		
12	Clean all door windows inside and out – front/back entrances		
13	Mop/dust/clean glass in Lobby		
14	Clean back office desk surfaces/counter top and use ‘silent vacuum’ on carpet		
15	Post on SLACK any info that needs to be passed down (i.e. late checkouts, Pre-Auths, issues, etc).		
16	Clean lint traps in dryers		
17	Ask for a happy Guest to help us by leaving a review!		
18	Empty all trash at end of shift – take to dumpster		
19	Print shift report and make drop		
20			
21			

**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: \_\_\_\_\_