



## Check List – Day Shift

Associates Name: \_\_\_\_\_

Date: \_\_\_\_\_

(print)

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

	Description	Time Accomplished (Required)	Employee Initials
1	Count drawer and initial previous shift's report before previous shift leaves.		
2	Read pass down on SLACK		
3	Read admin@staywise emails – address as needed	continuous	
4	Ask for a happy Guest to help us by leaving us a review!		
5	Walk property, Sweep sidewalk/ empty trash / clean ash trays	continuous	
6	Lemon water/ice refill as needed		
7	Clean bathrooms/and restock supplies		
8	Breakfast cleared 9a.m. Clean kitchen and dining area		
9	Inventory all breakfast items and add needed items to list		
10	Clean all door windows inside and out		
11	Mop, dust and clean glass in lobby including checkin window		
12	Vacuum – change bag when full		
13	Clean glass on back door entrance		
14	Ensure all guests are checked out of system by 1:00 pm		
15	Hot Tub Temps (post on slack)	Continuous (hourly)	
16	Clean back office area		
17	Keep up on walk log – initial	continuous	
18	Complete shift change report		
19	Post to SLACK current room count and # of pending incoming reservations for the day		
20	Print shift report and make drop	1:30pm	
21			
22			
23			

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