	January ew Year's Day				9	DECEMBER M T W T F S 1 3 4 5 6 7 8 10 11 12 13 14 15 5 17 18 19 20 21 22	Su Mo Tu V 1 6 7 8 13 14 15 1 20 21 22 2	<b>RY 2013</b> Ve Th Fr Sa 2 3 4 5 9 10 11 12 16 17 18 19 23 24 25 26	S M T 3 4 5 10 11 12	RUARY W T F S 1 2 6 7 8 9 13 14 15 16 20 21 22 23
TODAY IN HISTORY 1995 Last "Far Side" by cartoor	-	980)		QUOTE Anger is se		3 24 25 26 27 28 29 0 31 argument but :	27 28 29 3 seldom with a goo		24 25 26 : Halifax	27 28
	A GLANCE v Of What Happened Today		Initials	Initials	Initials	Initials				
AM AM FRONT DESK STAFF AM # CHECK-INS AM # LATE CHECK-OUTS AM # DEPARTURES AM # WALK-INS	MID FRONT DESK MID # CHECK-INS MID # LATE CHECK MID # DEPARTURE MID # WALK-INS	K-OUTS T	PM FRONT DESK PM # CHECK-INS TOTAL ROOMS TOTAL ROOMS FNO SHOWS			меатнек Ж	\$ \$	MID S SCHEDULE C CHANGES/OPI		
	IN-HOUSE ganized for large group arriv	vals # of ROOMS	# OF NIGHTS	Initials MAIN CONTACT	Initials	Initials SPECIAL INSTRU	JCTIONS			
GROUP NAME	CHECK-IN TIME	# OF ROOMS # OF ROOMS	# OF NIGHTS # OF NIGHTS	MAIN CONTACT		SPECIAL INSTRU				
GROUP NAME	CHECK-IN TIME	# OF ROOMS	# OF NIGHTS	MAIN CONTACT	СОМ				(LO	G
Be prepared and org	ROOMS ganized for meeting room re	eservations GROUP NAME	Initials	CONTACT NAM	_	۲. ۲	3.5" X 1	4		
ROOM	TIME	GROUP NAME		CONTACT NAM		୍ର	12 COMMLO	GUC		
ROOM	TIME	GROUP NAME		CONTACT NAM	Ē		800-962-656	4		
ROOM	TIME	GROUP NAME		CONTACT NAM	-				_	_
EVENT	VENTS Events, Concerts, Conventio	ons, Etc	Initials	Initials	Initials	Initials				
EVENT	TIME	LOCATION	NOTES							
EVENT	TIME	LOCATION	NOTES							
✓ <b>TO DO</b> Daily or Weekly Cle	aning, Special Projects or T	Initials	Initials	Initials	Initials	Initials				
ТТЕМ							SIGNED TO SIGNED TO			
ТТЕМ						AS	SIGNED TO			COMPLETED
ТТЕМ						AS	SIGNED TO			COMPLETED
ITEM						AS	SIGNED TO			COMPLETED
5 TOP 5 CO Local market rate co	MPETITION omparison RATE	NOTES	Initials	Initials	Initials	Initials				
	RATE	- NOTES								
COMPETITOR	RATE	NOTES								
COMPETITOR	RATE	NOTES								
COMPETITOR	RATE	NOTES								
GUEST RI Towels, Pillows, Toil		Initials	Initials	Initials	Initials	ASSIGNED T	0			COMPLETED
TIME ROOM #	REQUEST DETAILS					ASSIGNED T	0			COMPLETED
TIME ROOM #	REQUEST DETAILS					ASSIGNED T	0			COMPLETED
TIME ROOM #	REQUEST DETAILS					ASSIGNED T				
TIME ROOM #   TIME ROOM #	REQUEST DETAILS					ASSIGNED T				
TIME ROOM #	REQUEST DETAILS					ASSIGNED T	0			COMPLETED
TIME ROOM #	REQUEST DETAILS					ASSIGNED T	0			COMPLETED
TIME ROOM #	REQUEST DETAILS					ASSIGNED T	0			COMPLETED

				Initials	Initials	Initials	FOOD & BEVERATE NOTES Breakfast, Happy Hour, etc	٢
							ысаказі, парру поці, ес	
		Initials	Initials	Initials	Initials	Initials		_
			i tamotos	1 Transas	1 10/0003	Chables C	Repairs, Scheduled Maintenance, Parts Ordered, etc	\$
DOM/LOCATION	DESCRIPTION						ASSIGNED TO	COMP
FOLLOW-UP / ADDITIONAL INFO	ORMATION			FRON	T DESK	IOG		
OOM/LOCATION	DESCRIPTION		FRONT DESK LOG 2 PAGES PER DAY				ASSIGNED TO	COMP
FOLLOW-UP / ADDITIONAL INFO	ORMATION			8	3.5" X 14"			
OOM/LOCATION	DESCRIPTION						ASSIGNED TO	COMP
FOLLOW-UP / ADDITIONAL INFO	ORMATION		<u> </u>					
OOM/LOCATION	DESCRIPTION						ASSIGNED TO	COMP
FOLLOW-UP / ADDITIONAL INFO	ORMATION							
OOM/LOCATION	DESCRIPTION						ASSIGNED TO	COMP
FOLLOW-UP / ADDITIONAL INFO	ORMATION							
DOM/LOCATION	DESCRIPTION						ASSIGNED TO	COMP
FOLLOW-UP / ADDITIONAL INFO								
DOM/LOCATION	DESCRIPTION						ASSIGNED TO	COMPL
FOLLOW-UP / ADDITIONAL INF	ORMATION							
DOM/LOCATION	DESCRIPTION						ASSIGNED TO	COMPL
FOLLOW-UP / ADDITIONAL INF	ORMATION							
		Initials	Initials	Initials	Initials	Initials	SHIFT NOTES	
							Shift Highlights, Shift Overview, etc	Ľ