

Guestroom Cleaning Agenda

Date: _____

Dear Housekeeping Team,

Below is the cleaning agenda for today's guestroom tasks:

Guestroom Cleaning Schedule

Room Number	Check-in Date	Check-out Date	Status	Assigned Staff
101	10/01/2023	10/05/2023	Cleaned	John Doe
102	10/02/2023	10/06/2023	Pending	Jane Smith
103	10/03/2023	10/07/2023	Pending	Mike Johnson

Additional Notes

- Ensure all amenities are stocked and in place.
- Report any maintenance issues immediately.
- Maintain a friendly attitude with all guests.

Thank you for your hard work!

Best regards,

Housekeeping Manager