

## Housekeeping

Our housekeeping module provides two functions: automated daily room cleaning management and special requests.

Daily room cleaning management creates assignment sheets flagging rooms for

- arrival
- departure/arrival
- departure
- daily for each room in need of service. The front desk has access to room status information, enabling better communication between departments.

Special or emergency requests can be entered by the front desk. Each request is automatically time stamped with space for detailed notes for both the staff member making the request and the staff member fulfilling the request.

Requests are saved in your system, allowing you to review items at a later date.