Hotel housekeeping schedule

Week of: _____ **Hotel:** _____

Name	Job title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours

Coverage check – people scheduled, of people needed

Who you need	Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Rooms to clean								
Room attendants								
Housepersons								
Supervisor								

A night shift goes under the day it starts on. Write OFF for a scheduled day off.

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