

MONTHLY CHECKLIST

Month: _____

MONTHLY TO DO

On or before the 5th

- Front Desk Schedule Complete

- Enter C-Street Numbers

- OTA Reconciliations Complete

- Reward Reconciliation Complete

- All End of Month Statements/Invoices to AD

- Inventory of Linen Complete

- Inventory of Food/Beverage/Market Complete

- Follow-up on ANY Maintenance/Action Items

- Check Status of Deep Clean/Quarterly Maintenance

- Monthly Pool Log Review

REMINDER FOR END OF MONTH...

PERSONAL GOAL FOR THE MONTH...

MONTH HIGH PRIORITY

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MONTHLY REPORTS

- Comparison Report

- Comp Room Report and Explanation

- Tax Exempt Report

- Accounts Receivable Aging Report

- PMS Journal Report (Month End Summary)

- Review Budget

- Prepare for GM Commentary
