

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 coded and Uploaded to QuickBooks
- ☐ Inventory of Linen & Supplies Complete
- ☐ Inventory of Food/Beverage/Market Compete
- ☐ Follow-up on ANY Maintenance/Action Items
- ☐ Check Status of Deep Clean/Quarterly Maintenance
- ☐ Monthly Pool Log Review
- ☐ Complete last cash deposit of the month - on the last day of the month (30th or 31st)
- ☐ Empty Laundry Coins & Post Laundry Revenue
- ☐ Cleaning Coffee Urns with Tablets
- ☐ cleaning guest laundry machine with tabs

REMINDER FOR END OF MONTH...

PERSONAL GOAL FOR THE MONTH...

MONTH HIGH PRIORITY

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

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