

# WEEKLY CHECKLIST

DATE:

## WEEKLY TO DO

- Housekeeping/Breakfast/Laundry Schedule

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- Review Front Desk Task List

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- Review Weekly Front Desk Cleaning Checklist

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- Review Monthly Front Desk Cleaning Checklist

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- Weekly Deposit Made (once per week minimum)

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- Breakfast Inventory and Ordering Complete

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- Market Inventory and Ordering Complete Compete

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- Follow-up on ANY Maintenance/Action Items

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- Review Email and Clean Out Completed Items

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- Review and Upload all Outstanding Invoices

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- Review Upcoming Room Rates and Inventory

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- Review Arrivals for the Week. Capture Errors and Company Names

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- Conduct Three Parking Lot Shops

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- Conduct at least five Sales/Marketing Tasks

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REMINDER FOR THIS WEEK...

PERSONAL GOAL FOR THE WEEK...

## WEEK HIGH PRIORITY

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## WEEKLY REPORTS

- Monday - Bullet Due

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- Monday - Time Clock Reviewed

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- Monday - Payroll Submitted

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- Wednesday - OTA Reconciliations Complete

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- Friday - Review Sales Sheet

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- Friday - Review Comparison Report

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- Friday - Review Aging and Send Statement/Invoices

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