

# DAILY CHECKLIST

DATE:

## BACK TO BASICS

- I arrived to work early!

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- I am dressed for success!

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- I am smiling!

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- I am educated on the OCC, ADR, RevPar and overall status of my hotel!

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- I have checked in with all employees working!

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- I have reviewed my Email and Plan for the Day!

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- I have reviewed the REDBOOK!

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## DAILY DUTIES

- Interior and Exterior Property Walk

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- Respond to and clean-up emails

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- Ensure Guests needs are met

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- Address any Staff Issues/Concerns

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- Review Room Rates and Inventory

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- Review Accounts Receivable and Deposits

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- Visual Review Breakfast/Market Inventory

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I ROCKED MY JOB TODAY BY...

## TOP PRIORITY TODAY

## GM TASK LIST

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## DAILY REPORTS TO REVIEW

- Manager Daily Report

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- Forecast

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- Cancellation/No-Show

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- Action Manager

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- Guest Balance

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- Credit Check

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- Rate Adjustment/Reservations Report

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