

# Daily Activity Report - Housekeeping Staff

Date: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Shift: Morning / Evening / Night

Time	Area/Room	Task Performed	Remarks	Supervisor's Initial
08:00 - 09:00	Room 201	Complete room cleaning, make bed, replenish amenities	Guest requested extra towels	
09:15 - 10:00	Hallway 2nd Floor	Vacuumed and dusted	N/A	
10:15 - 11:00	Laundry Room	Sorted, washed, and folded linens	N/A	
11:15 - 12:00	Lobby Area	Cleaned glass doors & swept floor	Spill cleaned near reception	

Summary/Comments:

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Signature of Staff: \_\_\_\_\_

Date: \_\_\_\_\_