

Guest Room Door Lock Issue Report

Date

Time

Reported By

Name/Staff ID

Room Number

e.g., 305

Guest Name (if applicable)

Contact Info

Phone/Ext

Type of Issue

Select

Description of Issue

Describe the problem in detail...

Immediate Actions Taken

E.g., provided new key card, called maintenance, etc.

Additional Notes / Follow-up Required

Reported By (Signature):

Date:

Received By (Security):

Date: