

# Hotel Lobby Shift Relay Documentation

Date

YYYY-MM-DD

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Shift

Morning / Afternoon / Night

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Staff Name

Full Name

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## Shift Summary

Notable events, important tasks, guest requests, incidents...

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## Pending Items / Handover Notes

List tasks or info for the next shift...

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## Visitor/Guest Log (if any)

Time	Name	Room / Purpose	Notes

Relieved by

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Signature / Name  
Relieving

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Signature / Name