

Housekeeping Shift Handover Checklist

Date		Shift (AM/PM/Night)	AM / PM / Night
Outgoing Staff Name		Incoming Staff Name	
Time of Handover		Supervisor Name	

ROOMS STATUS

Description	Number	Remarks
Rooms Cleaned		
Rooms Occupied		
Rooms Vacant		
Rooms Out of Order		

LINEN & SUPPLIES

Item	Status / Quantity	Remarks
Fresh Linen Stock		
Used Linen Collected		
Guest Supplies		

LOST & FOUND

Describe any items found or reported lost, with room numbers.

MAINTENANCE ISSUES

Describe any reported maintenance issues or pending work.

GUEST REQUESTS (PENDING/COMPLETED)

List any special guest requests or unresolved issues.

ADDITIONAL NOTES/INFORMATION

Other information or instructions for next shift.