

# Housekeeping Shift Handover Checklist

Date	<input type="text"/>	Shift (AM/PM/Night)	<input type="text" value="AM / PM / Night"/>
Outgoing Staff Name	<input type="text"/>	Incoming Staff Name	<input type="text"/>
Time of Handover	<input type="text"/>	Supervisor Name	<input type="text"/>

## ROOMS STATUS

Description	Number	Remarks
Rooms Cleaned	<input type="text"/>	<input type="text"/>
Rooms Occupied	<input type="text"/>	<input type="text"/>
Rooms Vacant	<input type="text"/>	<input type="text"/>
Rooms Out of Order	<input type="text"/>	<input type="text"/>

## LINEN & SUPPLIES

Item	Status / Quantity	Remarks
Fresh Linen Stock	<input type="text"/>	<input type="text"/>
Used Linen Collected	<input type="text"/>	<input type="text"/>
Guest Supplies	<input type="text"/>	<input type="text"/>

## 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.