Daily Stand-up Meeting				Best Western I Care
Day	Date		Supervisor	
			Inspector	
Total Rooms Rented			Laundry	
Total Rooms to be Cleaned			Housekeepers	
Stayovers				
Due Outs]		
Deep Clean/ PM				
Tommorrow's Expected Occ.%]		
		•	Front Desk	
			Breakfast	
VIP's				
Name	Room #	Special Requests		Notes
Groups In-house				
Name	Notes			
Transient Guest Room Special Requests				
Name	Room # Special R		Requests	Notes