Hotel front desk shift log

Daily log · one sheet per shift

Date _____ **Location** _____

Shift ☐ Morning ☐ Evening ☐ Overnight **Manager on duty** _____

Occupancy

Occupancy %	Arrivals	Departures	Rooms out of order
%			

Guest requests & wake-up calls

Room, request, time, and who is handling it.

Guest complaints

Room, issue, what was offered, and whether it's still open.

Maintenance & housekeeping

What broke, who was called, and when they are coming.

Security & incidents

Facts only. Keep legally required incident reports where your jurisdiction requires.

Cash, float & deposits

Float count, deposits made, any discrepancy.

Follow-ups

Give every task an owner and a due shift. Tick it and write a closing note when it's done.

Task	Assigned to	Due shift	Done + closing note
			☐
			☐
			☐
			☐

Notes for next shift

Handed over to _____ **at** ____ : ____ **Read by** _____