

Housekeeping Shift Time Log

the property · One sheet per attendant per shift · Print, carry, write, scan back · August 2026

This sheet answers one question: what does a housekeeping shift actually consist of? Fill it during one full shift. The question is where the hours go, not how fast anyone works — nothing on this page is used to judge a person's pace.

DATE _____ FILLED IN BY _____ SHIFT START _____ SHIFT END _____

FLOOR(S) _____

Activity codes

Code	Means
C	Cleaning — inside a guest room, servicing it (the only code that finishes a room)
I	Inspection — checking rooms, re-dos, waiting for an inspector
L	Linen and cart — loading the cart, trips to and from laundry, restocking pars
P	Public areas — hallways, lobbies, janitorial work outside guest rooms
W	Waiting or travel — locked-out rooms, elevators, standing by for assignments
O	Other — write what it was in the note column

The log

One row per stretch of activity. When the activity changes, start a new row. Rough times are fine; a row that says "about 40 minutes" is worth more than a blank.

[illegible]

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Before handing this in, do the two checks.

1 — Add the minutes across every row and write the total: _____ minutes. Compare it to the shift length. A gap of more than an hour means a missing stretch — add the row, even if its code is **W**. A log that only records the busy parts answers the wrong question.

2 — Count the rooms finished this shift and write it: _____ rooms (_____ checkouts, _____ stayovers). The planning standard is 16 per shift. Nobody is graded against it — the point is to learn what a real shift produces and what the other hours were doing instead.

the property · Pairs with the Laundry Shift Time Log — run both on the same day if possible. This sheet measures where the hours go; it assumes nothing about where they should.