BAYMONT INN & SUITES MAINTENANCE LOG

NAME: _____ DATE: _____

- Morning: Clean all trash outside of building on grounds and empty ashtrays.
- Swimming pool work:
  _____
- On Wednesday, do all landscaping – cut grass, trim shrubs, kill weeds, etc.
- On Monday and Thursday, blow the entire parking lot.
- On Tuesday and Friday, hose down the four entrance areas.
- Afternoon: Check grounds to pick up any trash before you leave.

Special Project: _____ ***Number of Rooms Completed Today:*** _____
(Attach copy of punch list)

Regular Maintenance: (Attach copy of list of work from Kevin and/or Sanjeev)

Room #	Problem	Status

Check Red Book at front desk—mark items complete there AND write them on this page.
Everything you do every day should be on this page.