Hotel shift handover sheet

Property _____ **Date / shift** _____

Outgoing supervisor _____ **Incoming supervisor** _____

Log one item per row. Include open work, access restrictions, occupied-room entries, guest concerns and promises. Record times and what was done, even for resolved items.

State: Open, reported finished (who and when), or verified (who checked and when). The incoming supervisor checks reported-finished items first.

Room / area	What happened / when	Named owner	State / who / when	Next step / by when	Shifts carried