


Marking Rooms "Clean" or "Dirty"

To mark a room "Clean" or "Dirty" from the Tape Chart, first look on the left hand side of the page at the room numbers listed with the room type in parentheses.

If the cell is **yellow**, then the room is dirty, if it is **blue** it is clean.

 Rooms can also be marked clean or dirty in the [Housekeeping Section](#)

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To change the status, follow these steps.

- Click on the Room in the left column of the Tape Chart and a pop-out window will open with options.
- Click on **Mark Clean** or **Mark Dirty**

Tape Chart			
Show: --ALL ROOMS-- 19-Jul-2014 15 Refresh			
	19-Jul	Today	21-Jul
	Sat	Sun	Mon
562	38	38	39
108 (Standard Room-2 Queen)	4	5	5
STE (108)	4	5	5
	4	5	5
	4	5	5
Standard Room-2 Queen	Cartman, eric	5	5
	22	22	23
	22	22	23
	22	22	23
209 (King with Fireplace)	22	22	23

Note: If you try to check in a guest to a dirty room, you will get this message. You will be given the option to proceed or mark the room clean first.

8501 - Smith John

You are about to check this guest into a dirty room. Click OK if you want to proceed

# Guests:1/0/0	Booking for:31-JUL-2014-04-AUG-2014	Room Type:Queen with a view	Room:103	Status:Confirmed
Projected Inc:\$336.00	Projected Inc + Charges:\$336.00	Projected Bal:\$336.00	Folio Bal:\$0.00	

Booking Data