

# Scheduling a Room for Cleaning

Note The system automatically schedules a room for CLEANING once a Guest has been checked out of the room and for Make Over on days the Guest stays over. If you want to schedule a room for cleaning, its status must be Vacant'.

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Select the room that needs to be cleaned by clicking on the line that the room appears on. A pop-up menu will be displayed.
3. Select Schedule to be Cleaned... from the menu. A message will be displayed prompting you to confirm your action.
4. Click 'Yes' to the message. You will now see a series of messages as the chart display is updated to display Needs Cleaning next to that room's status.
5. A room that is scheduled with an arrival can be scheduled for cleaning by selecting that room by clicking on the line that the room appears on. A pop-up menu will be displayed.
6. Select Room X. . . (where X is the room number) to open the Rooms window
7. Click Edit and check the checkbox on the right labeled Needs Cleaning. Click OK.