

# Cleaning List

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click on the Refresh button to set the correct view date if the chart isn't displaying the desired day.
3. Click on the Cleaning button (top-right of the chart next to the Print button). The Room Cleaning window will open listing all rooms scheduled for cleaning for the day.
4. Click on the Print button. A dialog box will be displayed prompting you for a report destination
5. Select the Printer radio button and then click Print to begin printing the list.
6. Clean is a status used after a Guest has checked out of a room. Make Over is a status used during the dates a Guest is staying in a Room.

**Cleaning a Room**Note A room must be scheduled for cleaning first before it can be cleaned.

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click on the Cleaning button (top right next to the Print button). The Room Cleaning list for the day will open displaying all rooms that have been scheduled for cleaning as well as the date and time the room was last cleaned and the current Guest occupying the room if any.
3. Select the Room that you want to set as clean by clicking on the line that it appears on.  
Tip To select more than one room hold down the Shift key while selecting the rooms.
4. Click on the Clean... button. A message box will appear prompting you to confirm the number of rooms to be set as cleaned.
5. Click 'Yes'. You will see a series of messages as the Room Cleaning list is updated. The cleaned rooms will now have today's date and current system time marked in the Last Cleaned field on the window.
6. Close this window to return to the Daily Room Management chart.