

Print Maid Sheets

Go to **FRONT DESK | HOUSEKEEPING** to manage housekeeping for your Rooms. The Housekeeping function allows you mark rooms clean or dirty and print Maid Sheets. Maid Sheets can be printed in two ways. See below for details.

There is an option to "Group" or categorize rooms to help streamline the Housekeeping process. By creating Room Groups, you can print Maidsheets for each individual Housekeeper. You can customize groups in any way that fits your property. To create Housekeeping Groups, go to [Admin | Housekeeping](#)

Housekeeping Reports for Out of Order Rooms, Turndown and Vacant Room list under the Reports TAB. See [Housekeeping Reports](#)

Front Desk Tab

Print All Maid Sheets - Prints the Maid Sheet with all Rooms.

1. Print All Groups - Prints Maid Sheets with all Rooms sorted by Group
2. Excluding V/C - Excludes vacant/clean rooms from the Maid Sheet. This will produce a list without the V/C Rooms making it much shorter.
3. HTML and PDF: Click HTML to open the Maid Sheets in a new browser window. Click PDF to download and print.

The screenshot shows the BookingCenter interface for the 'Housekeeping' section. At the top, there's a navigation bar with tabs: Front Desk, Booking, Reports, Admin, Arrivals, In House, and Departures. The 'Housekeeping' tab is active. Below this, there's a sub-navigation bar with options: Front Desk, Phone List, Housekeeping (highlighted), AR Accounts, House Accounts, Pass On Log, and Night Audit. The main content area is titled 'Housekeeping' and contains a form for printing maid sheets. The form has a header section with 'Print Maid Sheets -' followed by two checked checkboxes: 'Print All Groups' and 'Excluding Vacant Clean (VC)'. There are buttons for 'HTML' and 'PDF'. Below this, there's a section for 'Clean Rooms' with dropdown menus for 'Clean Rooms' and 'Through', and a 'Clean Rooms' button. A note says 'Checked Boxes indicate clean rooms'. The main list shows two groups: '1st Floor' and 'Rooms'. Each group has a list of room numbers with checkboxes. In the 'Rooms' group, several rooms are checked, including CAB1, 113, 400, 401, B, and ECO. At the bottom, there are three buttons: 'Save', 'Save and go to Front Desk', and 'Discard and go to Front Desk'.

BookingCenter

Welcome BookingCenter! You are at On The Divide Hotel - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk Booking Reports Admin Arrivals In House Departures Search System Date: 27-JAN-2018

Front Desk Phone List **Housekeeping** AR Accounts House Accounts Pass On Log Night Audit

Housekeeping

Print Maid Sheets - ☒ Print All Groups ☒ Excluding Vacant Clean (VC) [HTML](#) [PDF](#)

Clean Rooms - Through - [Clean Rooms](#) Checked Boxes indicate clean rooms

☐ 1st Floor ☒ Excluding VC [HTML](#) [PDF](#)

☐ 108 ☐ 101 ☐ 102 ☐ 104 ☐ 105 ☐ 106

☐ Rooms ☒ Excluding VC [HTML](#) [PDF](#)


☐ 1111 ☐ 303 ☐ 220 ☒ CAB1 ☐ 109 ☐ 110 ☐ 112 ☒ 113 ☐ 120 ☐ 202

☐ 203 ☐ 222 ☐ 223 ☐ 2SUITE ☐ 301 ☐ 302 ☒ 400 ☒ 401 ☒ B ☐ ECO

[Save](#) [Save and go to Front Desk](#) [Discard and go to Front Desk](#)

Print Maid Sheet By Group: Prints the Maid Sheet with only the Rooms in the Group Selected.

1. Excluding V/C - Excludes vacant/clean rooms from the Maid Sheet. This will produce a list without the V/C Rooms making it much shorter.
2. HTML and PDF: Click HTML to open the Maid Sheets in a new browser window. Click PDF to download and print.



Welcome BookingCenter! You are at On The Divide Hotel - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk

Booking

Reports

Admin

Arrivals

In House

Departures

Search

System Date: 14-JAN-2019

Front DeskPhone ListHousekeepingAR AccountsHouse AccountsPass On LogNight Audit

Housekeeping

Print Maid Sheets - ☒ Print All Groups ☒ Excluding Vacant Clean (VC) HTML PDF

Clean Rooms - Through - Clean Rooms Checked Boxes indicate clean rooms

☐ 1st Floor ☒ Excluding VC HTML PDF

☒ 110 ☐ 108 ☒ 112 ☐ 101 ☐ 102 ☐ 104 ☐ 109 ☐ 113 ☐ 105 ☐ 106 ☐ 120

☐ 100-125 ☒ Excluding VC HTML PDF

☐ 610 ☐ 1111

☐ Lodge Rooms 2nd Floor ☒ Excluding VC HTML PDF

☐ 220 ☐ 202 ☐ 203 ☐ 222 ☐ 223

☐ Cabins ☒ Excluding VC HTML PDF


☒ CAB1 ☐ 2SUITE ☐ 301 ☐ 302 ☐ ECO

☐ Rooms ☒ Excluding VC HTML PDF

☐ 400 ☐ 401 ☒ B

Save Save and go to Front Desk Discard and go to Front Desk

Print Maid Sheets for all Rooms in one Group

 Unknown macro: 'page-turner'