Houseperson and laundry

Linen, supplies and machines, from your phone

One-page sheet | For: Housepersons and laundry attendants

Start your shift

1. 🟢 Open **My work**. Tick **On shift**.
2. 📋 Look at your jobs. Towels, linen, supplies, machines.
3. ⏱️ A guest asked? Go fast. Guests wait for towels.

Do a job

1. 👆 Tap the job.
2. 🙋 Not yours yet? Tap **Take it**.
3. ▶️ Tap **Start**.
4. 🧺 Do the job.
5. ✔️ Tap **Resolve**. Write one line: “6 towels to 412.”

A machine is broken

1. ➕ Tap **+ New**.
2. 🌀 Under **Asset or equipment**, pick the machine. Example: Dryer 1.
3. ✍️ Say what is wrong. Add a photo.
4. 📨 Tap **Create request**.

Dryer vent cleaning

🔥 This job comes by itself on a schedule. It has a checklist. Tick each step. Then tap **Resolve**.

If something is wrong

- ✋ **Resolve** warns you? A checklist step is not ticked. Tick it, or say why.
- ⏸️ Out of linen? Tap **On hold** and say why.
- 😕 Stuck? Ask your supervisor.

Why this helps you: dryer lint can start a fire. Your ticks prove you kept everyone safe.