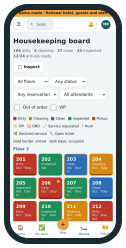
Room attendant

Your rooms, your phone, four taps

One-page sheet | For: Room attendants



Start your shift

1. 🟢 Open **My work**. Tick **On shift**.
2. 🛏️ Tap **My rooms**. These are yours.
3. 🟨 Gold border? A guest comes today. Clean it first.
4. ⚡ Rush? Clean it now.

Room colours

Colour	It means
🟥 Red	Dirty
🟧 Orange	Cleaning now
🟦 Blue	Clean
🟩 Green	Checked. Ready for a guest.

Little icons: ⭐ VIP guest. 🚫 Do not disturb. 🧹 Guest wants cleaning. 🔧 Something to fix.

Clean a room

1. 👆 Tap the room.
2. ▶️ Tap **Start cleaning**. The room turns orange.
3. 🧽 Clean the room.
4. ✔️ Tap **Clean**. The room turns blue.

The guest says no

- 🚫 Do not knock? Tick **DND**.
- 🌿 No cleaning today? Tick **Declined service**.

Something is broken

1. 👆 Tap the room.
2. 🔧 Tap **Report a problem**.
3. ✍️ Say what is wrong. Add a photo.
4. 📨 Tap **Create request**.

A guest left something

🧳 Tap ☰, **Lost and found**, **+ New**. Say what and where. Give it to your supervisor.

If something is wrong

- 😕 Cannot sign in? Ask your supervisor.
- 🔕 Phone is quiet? Tick **On shift**.
- 🚨 Fire or danger? Call 911 first.

Why this helps you: your taps show your good work. Nobody marks you late for a room you could not enter.