Welcome to Tea With Brittany Lea









HOW TO EASILY TRACK Housekeeping & Save Time Using This Tool

With Michelle Smith of VRM



Clean Tracker On/Off

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Assigning a Vendor to a Housekeeping Group

Maintenance + S Accounting + Miscellaneous + Hourlies + Hourlies + Non-Rentals + Long-Terms + Owners +	Stort Christian Cleaning Inspector 1 Inspector 2 Inspector 3 Jones Cleaning Michelle's Cleaning Private Cleaning Smith Cleaning Company VRB&T Housekeeping	
 Housekeeping Update Property Status Reports Schedule Batch Update Status Manage Housekeeping Groups Work Orders Batch Work Orders Batch Work Orders Financial Company Property Manage Employees Reports Website	Christian Cleaning Inspector 1 Inspector 3 Jones Cleaning Michelle's Cleaning Michelle's Cleaning Ontact Person: VRB&T Houseke Contact Phone: 910-123-4567 Vendor Michelle Smith DBA Michelle's Cleaning • Cancel	
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How attaching a Vendor to an HK Group affects expensing the Housekeeper

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8/9/2017	=
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Readiness Task set up

A task is recurring work to be done that is assigned to a vendor or housekeeper

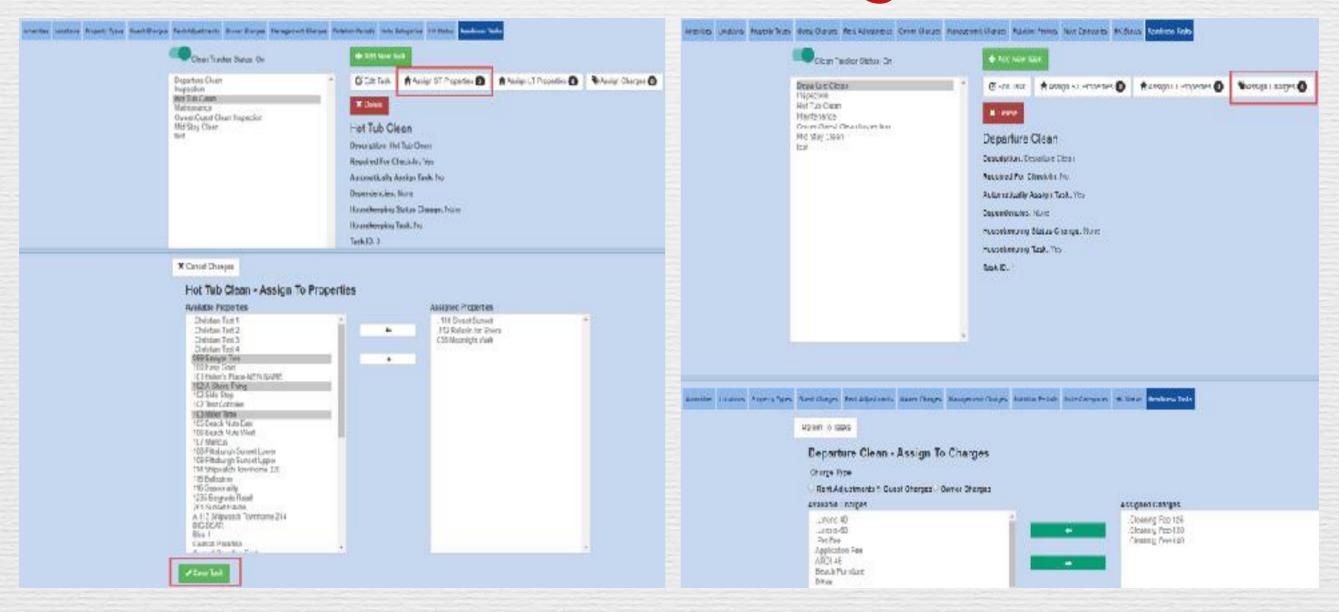
- 1) Assign the Task a name
- 2) Enter a Description of the Task
- 3) If a Housekeeping Status is assigned to a Task and the Task is not Required for Check In then when the Task is completed the property HK status will be updated to what the status is on the task
- 4) If checked, this task must be completed before the housekeeping status is automatically changed to ready for Check –in (This can be overridden at the property level)
- 5) If checked, this task when applied to a reservation will have the default Housekeeping Group assigned (The Housekeeping Group can be changed if need be on the reservation or at the property level)
- 6) If checked, the Task will automatically be applied to newly created reservations (This can be overridden at the property level)
- 7) If selected, task will remain disabled until the applied task are fulfilled

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Change Housekeeping Status on Comple	ian 📵	
-Optional Status-		
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Task can be assigned to a Property and/or a Charge







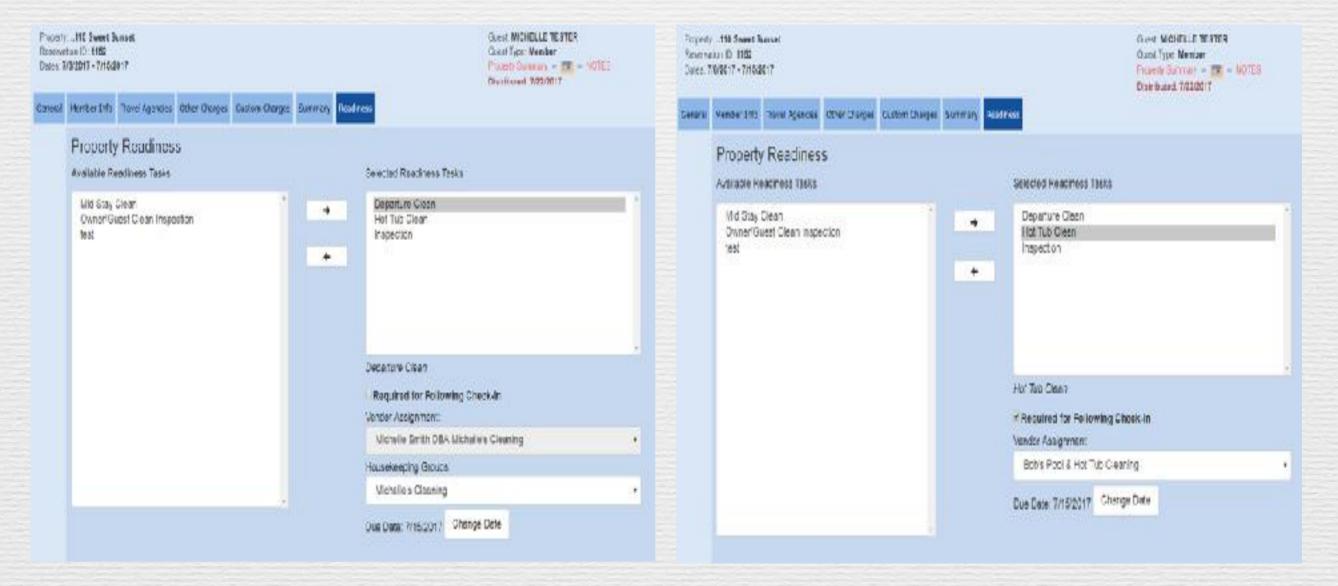
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Task on a Reservation







Housekeeping & Maintenance Work Orders

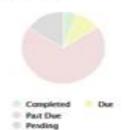
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Clean Tracker Dashboard

Cean Tracker Housekeeping Brackdown

Clean Tracker Overview



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Due Date End:

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08/16/2017

(Due Date Range Ignored)

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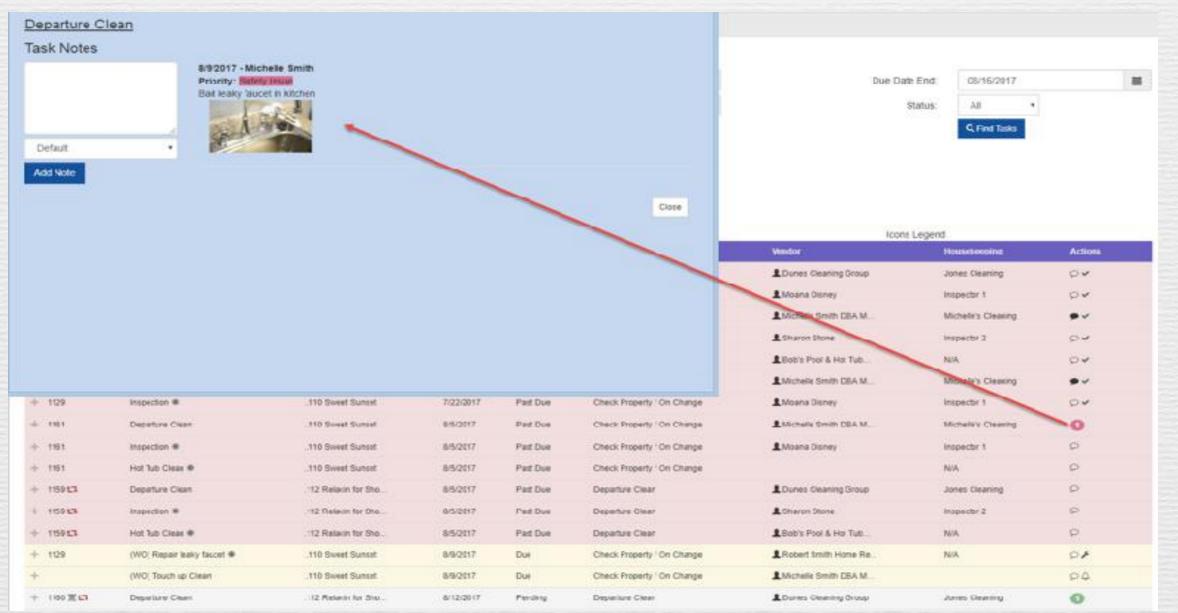
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View Task Notes







Housekeeping Breakdown

Clean Tracker

Housekeeping Breakdown

Property Housekeeping Breakdown



- Goest in Residence
 Check Property / On Change
 Ready for Occupancy¹⁰¹
 Is Clean
- 🔵 Departure Clean 👘
- Requested Cleaning
- Do Not Clean / Occupied

Property Name	Housekeeping Status
110 Sweet Sunset	Guest in Residence
112 Relaxin for Shore	Guest in Residence
Christian I T 1	Check Property / On Change
.Christian LT 2	Check Property / On Change
.Christian Test 1	Ready for OccupancyIII
.Ghristian Test 2	Guest in Residence
Christian Test 3	Is Clean
Christian Test 4	Departure Clean
030 Moonlight Walk	Departure Clean
069 Sawyer Two	Requested Cleaning
100 Hasy Goin'	Check Property / On Change









Use The Ask Question Feature in Zoom





WHY IMPROVED PROPERTY OPERATIONS IS THE

Next Big Opportunity IN VACATION RENTALS.

bit.ly/TWBL2017