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 | |
| | | ~ |





How attaching a Vendor to an HK Group affects expensing the Housekeeper

| Expense Vendor Batch Expense Vendor Expense HK Expense Work Orders Expense Member Expense | ise Owner Pika Unpala |
|---|--|
| 111.05 | |
| | • |
| Housekeeping: Michelle's Cleaning | |
| Account: Cleaning | , |
| Sort By: Property Reservation.WO ID Criteria Displayed: Reservation Work Order | Search |
| Environmental procession contract for the second second because the second second second second | |
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| Vencor to Pay: Michelle Smith DBA Nichelle's Ceaning + | |
| Check All Clear All | |
| Res(1125) VR Beach & Tennis Club 120-A - \$80.00 | |
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| | |
| Date of Transaction: | 4 |
| 8/9/2017 | = |
| | Expense Cancel |
| | Office: ALL Offices Housekeeping: Michelle's Cleaning Account: Cleaning Sort By: Property Sort By: Property Criteria Displayed: Reservation Work Order Expense Vendor Bach Expense Jendor Expense Vendor Bach Expense Jendor |





Readiness Task set up

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

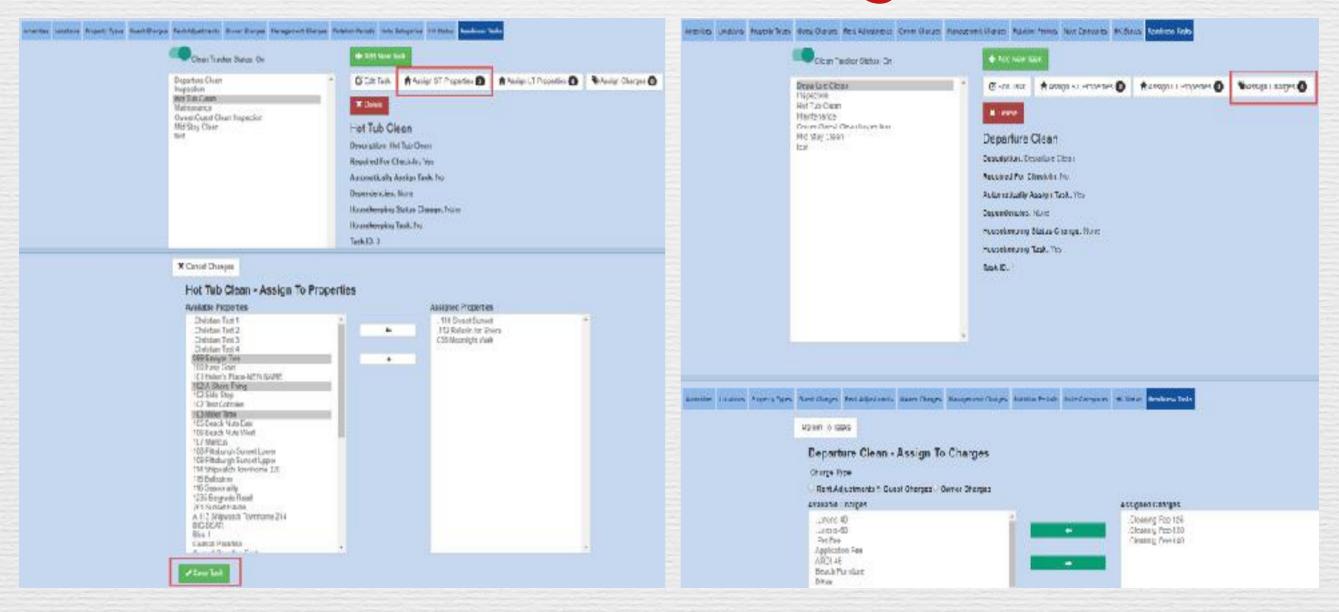
- 1) Assign the Task a name
- 2) Enter a Description of the Task
- 3) If a Housekeeping Status is assigned to a Task and the Task is not Required for Check In then when the Task is completed the property HK status will be updated to what the status is on the task
- 4) If checked, this task must be completed 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

| K Carcel Changes | | |
|---|---|--|
| Task Nome 🕣 | | |
| Conscriptice 🧕 | | |
| | | |
| | | |
| Change Housekeeping Status on Comple | ian 📵 | |
| -Optional Status- | | |
| if housekeeping status is selected the prope | In houses early status will automatically the codured to this when the sask is con- | deted |
| Required For Following Check-Ing) | Housekeeping Task | Automatically Apply To New Reservations 🙆 |
| F clinichest, this take mass be completed as properly housekeeping active is antimatic mady for checkein. One be averidate at the level. | de marged to assigned | If chemone, this take we automatically for applied as a to fic every ensured easternations. (Can be everyfoor all the property level.) |
| Dependencies () | | |
| If selected, this activation doubled fulfilled. | antil the provequantus applied here are | |
| Available Options | Presequisites for Completion | |
| Departure Clean | + | |
| Hot Tub Gloan Vieintenence | | |
| Cwaral Guest Clean Lisped: Vid Star Clean | - | |
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Task can be assigned to a Property and/or a Charge







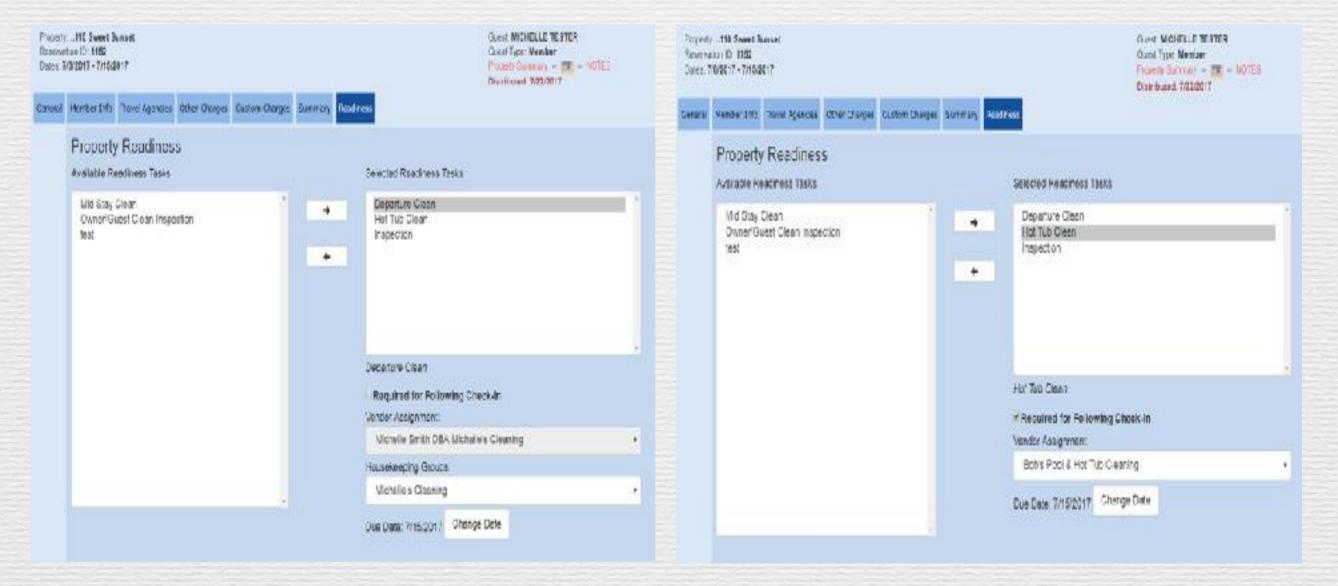
Task at the Property Level

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|--|--|-----------------------------|--|--|---|-----------|-------------------|-----------------|---|
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Task on a Reservation







Housekeeping & Maintenance Work Orders

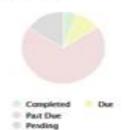
| and for Week: 7/29/2017 - 88 | 502017 | | | | | | Work Order: | |
|---|-------------|-------------------------|---|--|-----------------------------------|---|----------------|---|
| Office. Vecation Really Ins. | | | | | • | Property Info | | |
| | reportly. | (ST) . 110 Sweet Surget | | | | Current Balance on Ascen | nt: 50.00 | |
| Accounting | Charge. | Damage Deposit | | | | Printed | | |
| Short Des | coption. | Repair leaky found | | | | Low Modern High | | |
| | lype. | All Categories | | | | | | |
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| Anders: | _ | Amount | | Expenses Type: | | | | |
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| Select a Vendor 7 | - | 0.00 | | Gelect Expense Type | ۰ | Rey Grate 😫 | Key Code | |
| Select a Vendor 👘 🔹 | = | 0.00 | | Select Digense Type | | Date Required. | 8/1/2017 | = |
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Clean Tracker Dashboard

Cean Tracker Housekeeping Brackdown

Clean Tracker Overview



Due Date Start 07/15/2017 Res / NO ID.

Due Date End:

States

AE . Q.Find Tests

08/16/2017

(Due Date Range Ignored)

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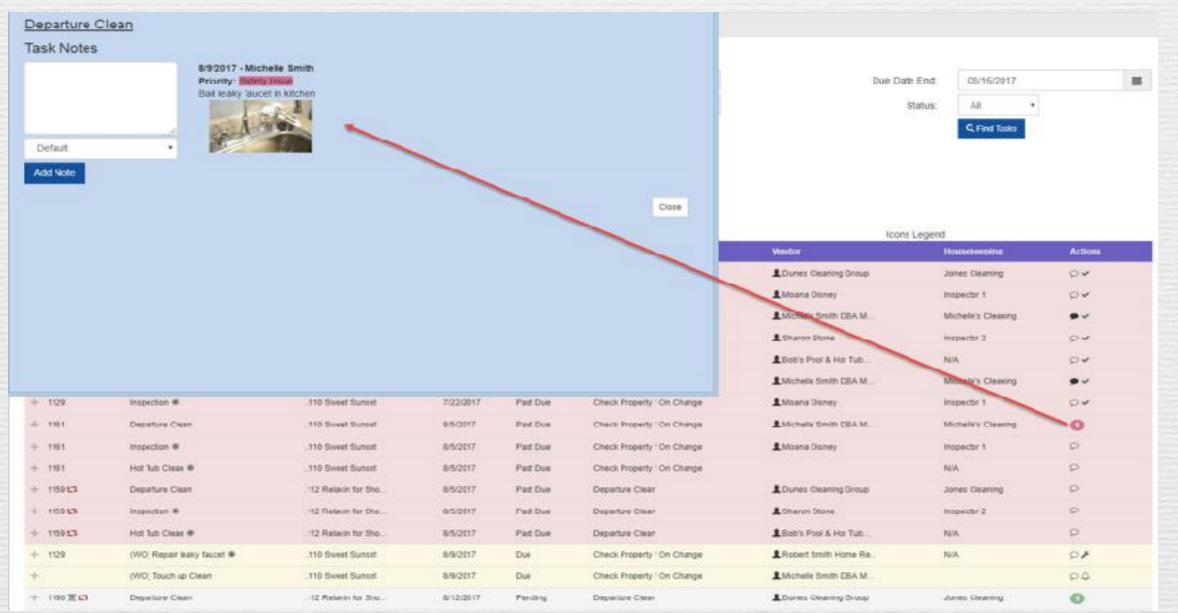
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View Task Notes







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.

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