Klarstig

# Guesthouse - Backup Coverage Request

Describe an uncovered operating task and the preparation a replacement will need. Setting: Guesthouse.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Backup Coverage Request

**Task or station needing coverage ***

**Coverage window and minimum tasks to maintain ***

**Briefing, equipment and support available ***

**Handover point and fallback if cover is unavailable**

## Guesthouse

**Room, common area or stay reference ***

**Linen set, welcome pack or room equipment involved ***

**Turnover window, quiet hours or arrival coordination**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record ***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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