

# Guesthouse - Checklist Improvement Suggestion

Capture a specific change that would make an operating checklist clearer or more useful. Setting: Guesthouse.

## Contact and reference

Name or team reference

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Reply email, if needed

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Date of record \*

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## Checklist Improvement Suggestion

Checklist and item being changed \*

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What was missed, repeated or misunderstood \*

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Proposed replacement wording or sequence \*

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Example showing when the change would help

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## Guesthouse

Room, common area or stay reference \*

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

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

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## Ownership and follow-up

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

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**Target follow-up date**

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**Current state of this record \***

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

**Next action and completion evidence**

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## 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.

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