Klarstig

Guesthouse - Shift Handover Record

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Record unfinished work and the instructions the next team needs to continue. Setting: Guesthouse.

Contact and reference

Name or team reference *
Alex Rivera

Reply email, if needed
alex.rivera@example.com

Date of record *
November 14, 2026

Shift Handover Record

Work remaining at the end of this shift *
(Short answer - not filled in for this example)

Priority order for the incoming team *
(Free-text answer - not filled in for this example)

Items awaiting a response and the last contact made *
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

Where the next team can find the working materials
(Free-text answer - not filled in for this example)

Guesthouse

Room, common area or stay reference *
REF-2026-0147

Linen set, welcome pack or room equipment involved *
Main hall, Room 2

Turnover window, quiet hours or arrival coordination
(Free-text answer - not filled in for this example)

Ownership and follow-up

Team or role responsible for the next action
Program coordinator

Target follow-up date

November 14, 2026

Current state of this record *

Open for review

Next action and completion evidence

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

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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