Marking Rooms "Clean" or "Dirty"

To mark a room "Clean" or "Dirty" from the Tape Chart, first look on on the left hand side of the page at the room numbers listed with the room type in parentheses.

If the cell is **yellow,** then the room is dirty, if it is **blue** it is clean.

> (i) Rooms can also be marked clean or dirty in the Housekeeping Section

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To change the status, follow these steps.

- Click on the Room in the left column of the Tape Chart and a pop-out window will open with options.
- Click on **Mark Clean** or **Mark Dirty**

Note: If you try to check in a guest to a dirty room, you will get this message. You will be given the option to proceed or mark the room clean first.