

Housekeeping Functions

Go to **FRONT DESK | HOUSEKEEPING** to manage housekeeping for your Rooms. The Housekeeping function allows you mark rooms clean or dirty and print Maid Sheets. Maid Sheets can be printed in two ways. See below for details.

There is an option to "Group" or categorize rooms to help streamline the Housekeeping process. By creating Room Groups, you can print Maidsheets for each individual Housekeeper. You can customize groups in any way that fits your property. To create HousekeepingGroups, go to [Admin | Housekeeping](#)

Housekeeping Reports for Out of Order Rooms, Turndown and Vacant Room list under the Reports TAB. See [Housekeeping Reports](#)

You will see Clean and Dirty Rooms indicated on the Tape Chart in blue and yellow. See [Marking Rooms "Clean" or "Dirty"](#).

Mark Rooms "Clean"

See [Housekeeping - Mark Rooms Clean](#)

- **Clean by Room Number Range** Select the first room to be cleanedand the last room to be cleaned in the second box. Then hit the Clean Rooms button. It will clean the rooms in the dropdown lists and allr ooms that fall between these two in your Room List.
- **Clean Rooms by Room** If you choose to clean rooms individually, the rooms that have checked boxes are clean.Simply change the boxes to clean or dirty by clicking on them

Print Maid Sheets

Maid Sheets can be printed in two ways. See [Print Maid Sheets](#)

Housekeeping Reports for Out of Order Rooms, Turndown and Vacant Room list under the Reports TAB. See [Housekeeping Reports](#)

1. Print All Groups - Prints Maid Sheets with all Rooms sorted by Group
2. Excluding V/C - Excludes vacant/clean rooms from the Maid Sheet. This will produce a list without the V/C Rooms making it much shorter.
3. HTML and PDF: Click HTML to open the Maid Sheets in a new browser window. Click PDF to download and print.

Tape Chart Management

MyPMS User Manual

 Unknown macro: 'page-turner'