

Print Maid Sheets

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 Housekeeping Groups, go to [Admin | Housekeeping](#)

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

Front Desk Tab

Print All Maid Sheets - Prints the Maid Sheet with all Rooms.

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.

The screenshot shows the BookingCenter interface for the 'Housekeeping' section. At the top, there's a navigation bar with tabs: Front Desk, Booking, Reports, Admin, Arrivals, In House, and Departures. The 'Housekeeping' tab is active. Below the navigation bar, there's a 'Print Maid Sheets' form. The form has a header with 'Print Maid Sheets -' followed by two checked checkboxes: 'Print All Groups' and 'Excluding Vacant Clean (VC)'. To the right of these checkboxes are buttons for 'HTML' and 'PDF'. Below the header, there's a section for 'Clean Rooms' with a dropdown menu set to '-', a 'Through' dropdown set to '-', and a 'Clean Rooms' button. To the right of this section is a note: 'Checked Boxes indicate clean rooms'. Below this, there are two main sections for room selection. The first section is '1st Floor' with a checkbox and a list of room numbers: 108, 101, 102, 104, 105, 106. To the right of this list is a checked checkbox for 'Excluding VC' and buttons for 'HTML' and 'PDF'. The second section is 'Rooms' with a checkbox and a list of room numbers: 1111, 303, 220, CAB1, 109, 110, 112, 113, 120, 202, 203, 222, 223, 2SUITE, 301, 302, 400, 401, B, ECO. To the right of this list is a checked checkbox for 'Excluding VC' and buttons for 'HTML' and 'PDF'. At the bottom of the form, there are three buttons: 'Save', 'Save and go to Front Desk', and 'Discard and go to Front Desk'.

Print Maid Sheet By Group: Prints the Maid Sheet with only the Rooms in the Group Selected.

1. 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.
2. HTML and PDF: Click HTML to open the Maid Sheets in a new browser window. Click PDF to download and print.

BookingCenter

Welcome BookingCenter! You are at On The Divide Hotel - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk

Booking

Reports

Admin

Arrivals

In House

Departures

Search

System Date: 14-JAN-2019

Front DeskPhone ListHousekeepingAR AccountsHouse AccountsPass On LogNight Audit

Housekeeping

Print Maid Sheets - ☒ Print All Groups ☒ Excluding Vacant Clean (VC)

Clean Rooms - Through - Checked Boxes indicate clean rooms

☐ 1st Floor ☒ Excluding VC

☒ 110 ☐ 108 ☒ 112 ☐ 101 ☐ 102 ☐ 104 ☐ 109 ☐ 113 ☐ 105 ☐ 106

☐ 120

☐ 100-125 ☒ Excluding VC

☐ 610 ☐ 1111

☐ Lodge Rooms 2nd Floor ☒ Excluding VC

☐ 220 ☐ 202 ☐ 203 ☐ 222 ☐ 223

☐ Cabins ☒ Excluding VC

☒ CAB1 ☐ 2SUITE ☐ 301 ☐ 302 ☐ ECO

☐ Rooms ☒ Excluding VC

☐ 400 ☐ 401 ☒ B

Print Maid Sheets for all Rooms in one Group

Unknown macro: 'page-turner'