

Housekeeping - Mark Rooms Clean

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"](#)

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Mark rooms clean by Room Number Range or individually.

Clean by Room Number Range

Select the first room to be cleaned in the first dropdown list and 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 all rooms 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 and those without checkboxes are dirty. Simply change the boxes to clean or dirty by clicking on them, then hit the Save or Save and go to Front Desk button at the bottom of the page. On all pages, Save saves the data to the database and then returns you to that page to review your changes and to make more if necessary.

The screenshot displays the BookingCenter Housekeeping interface. 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 section titled 'Housekeeping' with a sub-header 'Select Rooms and click "Clean Rooms"'. This section contains a form with a 'Clean Rooms' dropdown, a 'Through' dropdown, and a 'Clean Rooms' button. Below this, there's a list of room groups with checkboxes for each room. The '1st Floor' group is expanded, showing rooms 110, 108, 112, 101, 102, 104, 109, 113, 105, and 106. Room 112 has a checked checkbox. A yellow callout box points to the checkbox for room 112 with the text 'Click to put checkmark and mark room clean.' At the bottom of the form, there are buttons for 'Save', 'Save and go to Front Desk', and 'Discard and go to Front Desk'.

Print Maid Sheets

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

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.
