

Labor Management Checklist

FOR HOUSEKEEPING MANAGERS

Managing labor is easy in Hotel Effectiveness. We do all the math for you!
Start using the checklist and our tools to manage your labor.
Complete [My Training](#) if you haven't already done so.

Manage Time Cards (if applicable)

- Have all hours been captured?
- Are there any missing or unpaired punches?



Your 3rd Party
Timekeeping System

daily, 10 minutes

Use Housekeeping Gameday

- Did you balance the workload among room attendants before the start of shifts?
- Did you print and share the Gameday schedule before the start of shifts?
- Did you enter actual cleans at the end of day?



Housekeeping
Tools

daily, 5 minutes

Review Operational Data

- Were housekeeping cleans entered?



Night Audit
Entry

daily, 5 minutes

Review Department Performance

- How did your department perform, compared to the labor plan? Did you win or lose?
- How was your housekeeping productivity?
- Is your department at risk for overtime?



5-Minute Daily
Labor Check-In™

daily, 5 minutes

Create Schedules

- Where are your over- or understaffed based on forecasted plan hours?
- Has the schedule been published?



Scheduler

weekly, 15 minutes

Sign Up for Alerts

- [Today's Schedule](#)
- [Overtime Risk](#)
- [Room Attendant Productivity - Last 7 Days](#)



Email Alerts

one time, 5 minutes