

Housekeeping task scheduling and tracking

Automatically schedules housekeeping tasks based on guest checkout status and room conditions, tracks cleaning progress, and updates room availability in real-time to optimize turnover efficiency.

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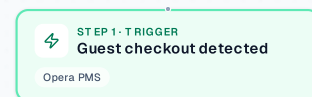


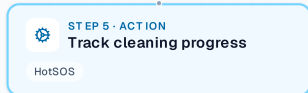
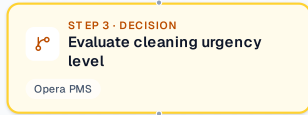
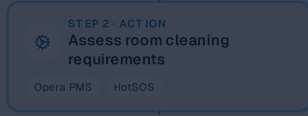
WORKFLOW TRIGGER

Guest checks out of room or checkout time passes

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Guest checkout detected

System detects guest checkout completion or automatic checkout at designated time. Room status changes to 'dirty' and requires housekeeping attention.

2

 ACTION

Assess room cleaning requirements

Retrieve guest stay details, room type, and any special cleaning notes or maintenance requests. Determine cleaning priority based on upcoming reservations and room condition.

Opera PMS

HotSOS

3

 DECISION

Evaluate cleaning urgency level

Check if room has same-day booking or VIP guest arrival to determine cleaning priority. Routes to express cleaning or standard cleaning workflow accordingly.

Opera PMS

4

 ACTION

Assign housekeeping staff automatically

Match available housekeeping staff based on location, workload, and skill level. Send cleaning task with room details and estimated completion time to assigned staff mobile device.

HotSOS

5

 ACTION

Track cleaning progress

Monitor task completion status through staff mobile updates and photo verification. Send alerts if cleaning exceeds expected timeframe or issues are reported.

HotSOS

6

 ACTION

Update room status

Change room status to 'clean' and available for sale upon housekeeping completion confirmation. Notify front desk and revenue management system of room availability.

Opera PMS

HotSOS

7

 OUTPUT

Generate cleaning completion report

Compile housekeeping performance data including cleaning times, staff efficiency, and room turnover metrics for management dashboard.

HotSOS

Opera PMS



Outputs

- Automated task assignments sent to housekeeping staff
- Real-time room availability updates

AI Business OS



Key Metrics

- Average room turnover time
- Housekeeping staff productivity rate
- Same-day booking fulfillment percentage



Tools & Integrations

- Opera PMS
- HotSOS

AI Business OS

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