

Housekeeping Inventory

Quick Reference Guide

Published Date: November 15

Introduction

This Quick Reference Guide will explain the setup for housekeeping inventory. In Maestro, the amount of supplies needed for a housekeeper to complete their duties will be calculated and printed on their assignment sheets.

It is assumed that the reader is familiar with:

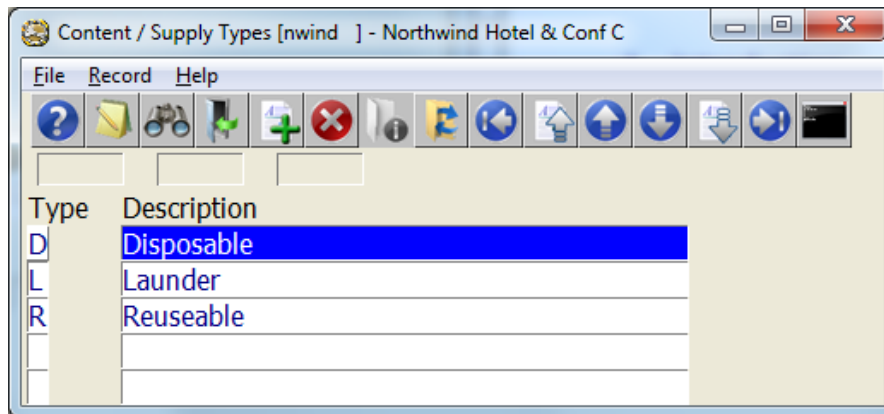
- Maestro User Interface
- Knowledge of Maestro's Housekeeping Feature

Setup

The setup regarding Housekeeping Inventory can be accessed by going to **Front Desk Maintenance | Setup | Housekeeping Configuration | Room Features and Contents**.

Maintain Contents & Supply Types

Defining supply types is used as a reference. This will be used in categorizing the contents of a room. The option can be found in **Housekeeping Configuration | Room Features and Contents | Maintain Contents & Supply Types**



Type	A one letter code associated with the content type
Description	The description of the type

Maintain Contents

The contents are the supplies that are needed for the housekeepers to perform their duties. Examples of contents are bed sheets, soap, garbage bags. To access the Contents screen, go to **Housekeeping Configuration | Room Features and Contents | Maintain Contents**

Press F6 to create new contents.

Content	The item that is needed to be replaced/refreshed.
Type	The type of the content.
Inv. #	The inventory number. This is a reference field.
Value	The value of the content. This is a reference field.

Maintain Features

Features are items that are in the room, such as beds, sofa bed, nightstands. To access the Features screen, go to **Housekeeping Configuration | Room Features and Contents | Maintain Features**

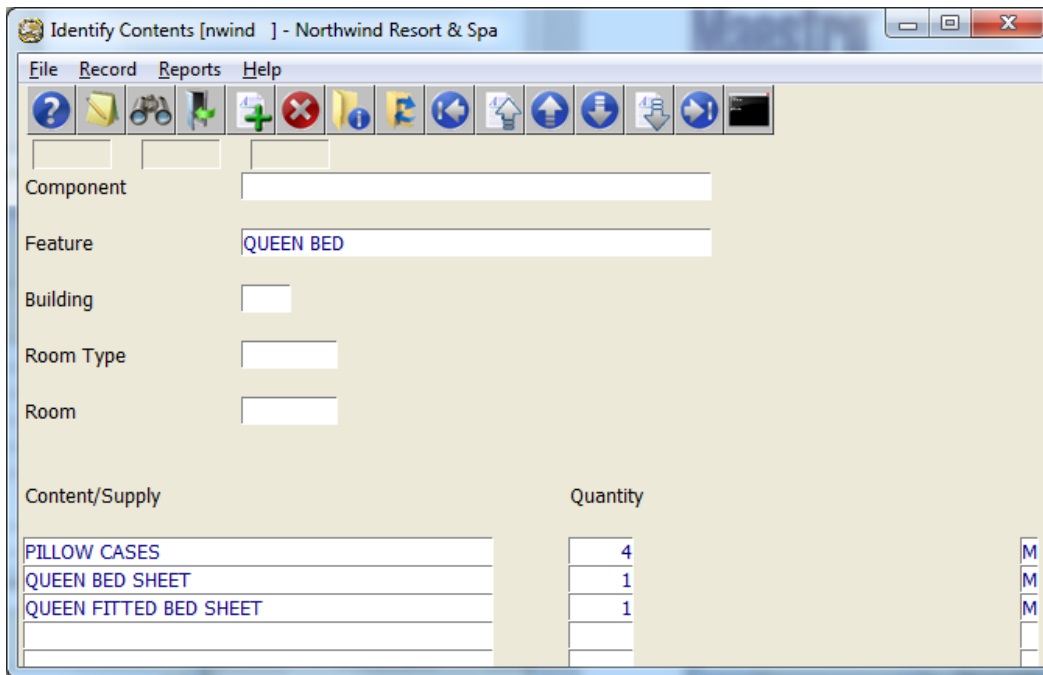
To create a new feature, press F6 to create.

Feature	The name of the feature. Examples include king bed, queen bed, double bed, balcony, desk
Text	The description of the feature

Once the features are created, contents can be attached to the specific feature. The contents that are attached to the feature will be used by housekeeping assignment to determine how much of each supply is needed to perform the service.

To enter the contents of a room feature, highlight the feature. Go to Contents | Maintain Contents

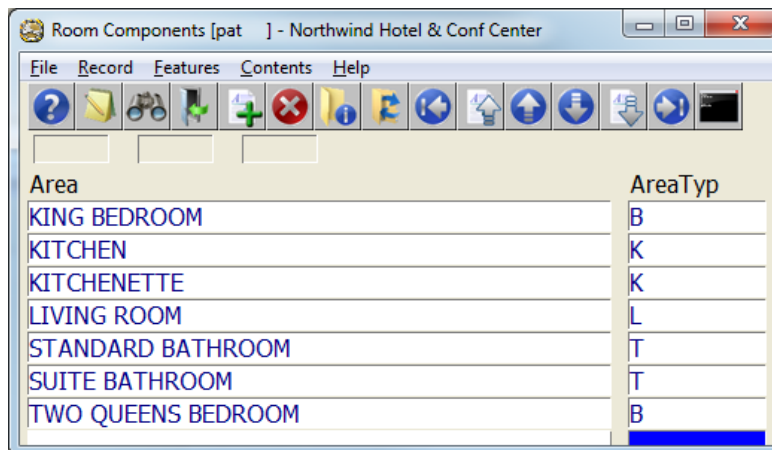
An F8 Lookup can be done in the Content/Supply field. After the content is selected, enter the quantity need for the feature. In the example below, a queen bed will have 1 bed sheet, 1 fitted sheet, 4 pillow cases that are needed for service.



Maintain Room Components

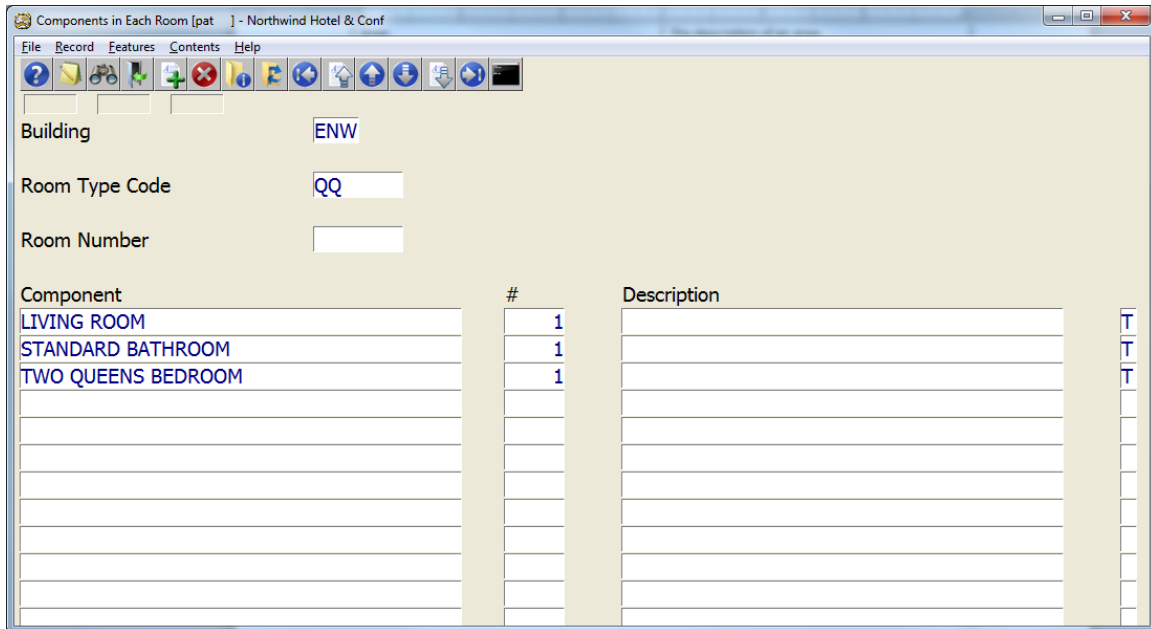
Room components are areas of the room. Examples of Room Components include bedroom, living room, suite, bathroom, and kitchenette. To access the Room Components screen, go to Housekeeping Configuration | Room Features and Contents | Maintain Room Components

Press F6 to create a new Room Component.



Area	The description of an area.								
Area Typ <table border="1" style="display: inline-table; vertical-align: top;"> <tr><td>B</td><td>BEDROOM</td></tr> <tr><td>T</td><td>BATHROOM</td></tr> <tr><td>K</td><td>KITCHEN</td></tr> <tr><td>L</td><td>LIVING AREA</td></tr> </table>	B	BEDROOM	T	BATHROOM	K	KITCHEN	L	LIVING AREA	Area Type – An F8 can be performed on this field and the area type can be selected from one of the pre-defined area type.
B	BEDROOM								
T	BATHROOM								
K	KITCHEN								
L	LIVING AREA								

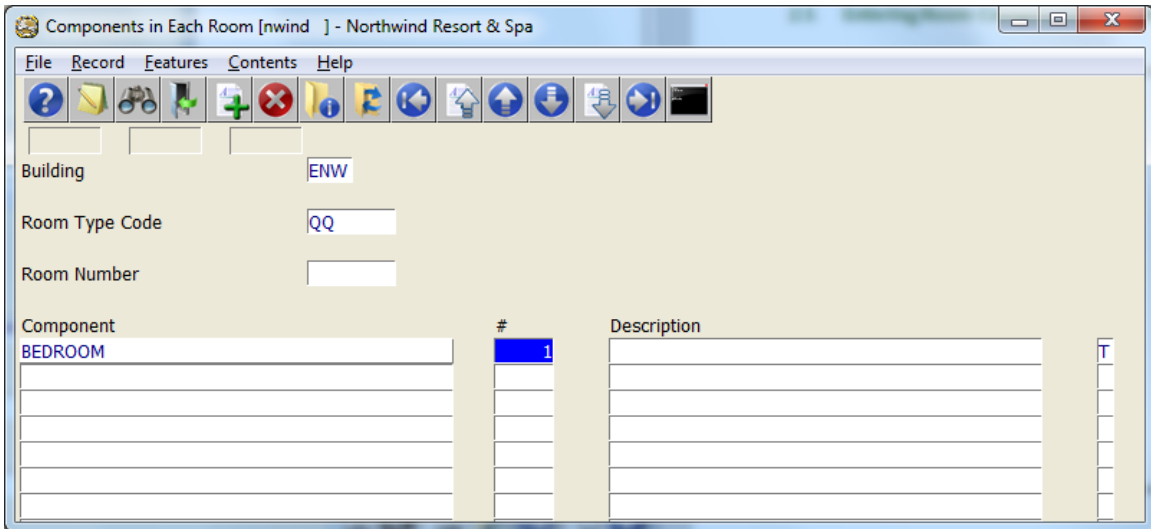
After the room components are defined, room features are needed to be attached. To attach a feature to a room component, highlight the component, then go to Features | Features in Room.



An F8 Lookup can be performed in the Feature field. Then enter the number of the selected feature in the Quantity field.

Entering Room Components & Features

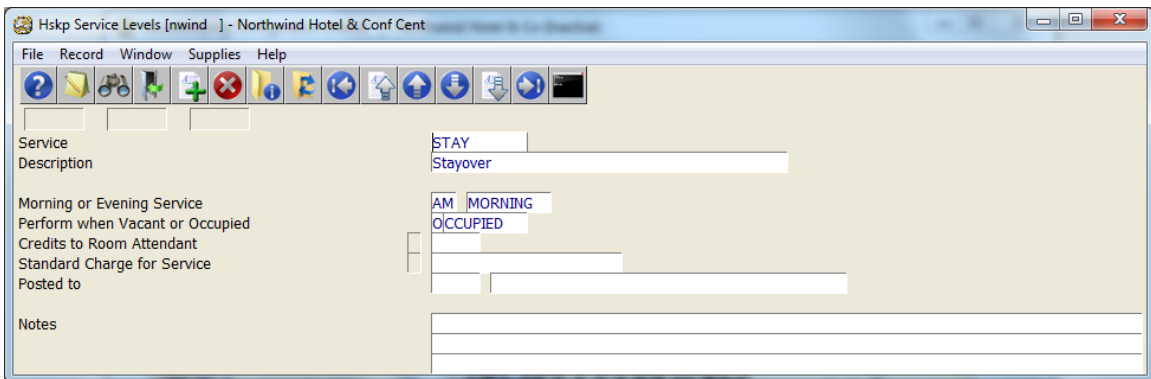
After setting up the features, the features are now to be attached to a room type. Enter the Building and Room Type code, and then enter the feature and their quantities. Users have the option to enter components for a specific room number if the number of features is different. In most cases, this is not necessary.



It is advisable that components be setup for the room type before entering components for specific room numbers. Users have the option to enter components for specific room numbers if the numbers of components are different. In most cases, this is not necessary.

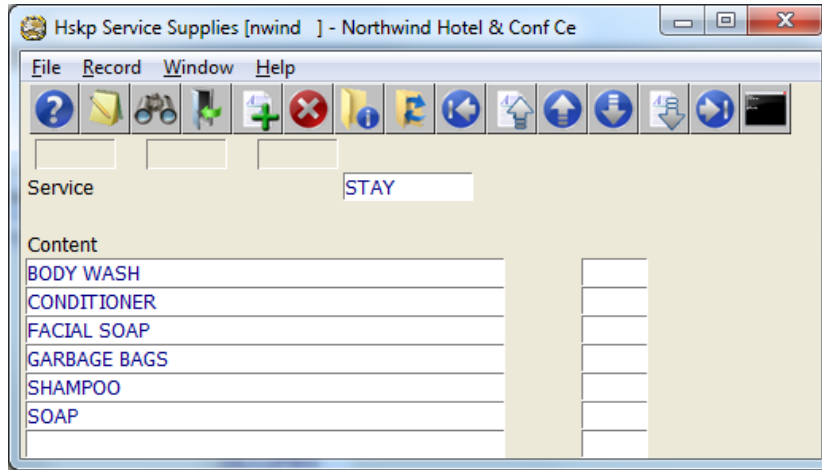
Define Service Levels

The final step is determining which contents are needed for each service level. Go to **Setup | Housekeeping Configuration | Define Service Levels**.



Use the Page Up and Page Down keys to scroll through the services.

If the services are not set up, please refer to the Housekeeping Management Quick Reference Guide. After selecting the housekeeping service level, go to **Supplies | Contents/Supplies**. An F8 Lookup can be performed in the Content field. List all of the supplies that are needed for the service.



Housekeeping Assignment

Housekeeping Assignment Sheets

Once the setup is complete, Maestro will list the amount of supplies needed per room on the bottom of the assignment sheet. The total amount of supplies needed will be listed in the totals field.

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06/14/2012 09:20am FD3413 Northwind Hotel Page 1
Cleaning Assignments for 2 AM Shift
Bld/Room Type Floor Stat Service Occupancy Guest Name Ad. Ch. Sen. Other Arrival Departure Initials
ENW 1101 DD PU CO VACANT
ENW 1102 DD OD CO VACANT
ENW 1115 QQ VD CO VACANT
ENW 1116 QQ VD CO VACANT
Rooms: 4 Total credits: 120 Total persons

Supply List for 2 AM Shift
Bld/Room Type Content/Supply Quantity
ENW 1101 DD PILLOW CASES 4
ENW 1102 DD NO SUPPLIES NEEDED
ENW 1115 QQ PILLOW CASES 4
ENW 1115 QQ QUEEN BED SHEET 1
ENW 1115 QQ QUEEN FITTED BED SHEET 1
ENW 1116 QQ PILLOW CASES 4
ENW 1116 QQ QUEEN BED SHEET 1
ENW 1116 QQ QUEEN FITTED BED SHEET 1
TOTAL PILLOW CASES 12
TOTAL QUEEN BED SHEET 2
TOTAL QUEEN FITTED BED SHEET 2
end of report

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Appendix

Room Type/Room Number Room Component Features Components

