Hotel Operations KPI Dashboard

A weekly management view for guest service and revenue KPIs.

Property: _____ Date / Shift: _____

Checklist item / field	Status / details
Record available room nights and occupied room nights	_____
Enter total room revenue, labor cost and service revenue	_____
Track request counts, SLA-met counts and average response	_____
Calculate occupancy, ADR and RevPAR	_____
Compare current period against prior and target	_____
Flag exceptions and assign improvement owner	_____
Record date, source system and metric definitions	_____

Exceptions, follow-up owner, due time:

_____

Reviewed by: _____ Follow-up date: _____

Adapt to your property procedures and local requirements. This is an illustrative operational aid, not a mandatory standard.