Hotel Manager Shift Handover

Capture unfinished tasks, arrivals, staffing gaps, and guest escalations.

Property: _____ Date / Shift: _____

Checklist item / field	Status / details
Shift date, property, outgoing and incoming managers	_____
Current occupancy, expected arrivals and VIP notes	_____
Critical incidents, status, escalation owner	_____
Unfinished guest requests and service SLA risk	_____
Housekeeping readiness and room blocks	_____
Staff coverage gaps and expected absences	_____
Incoming shift acknowledgement and timestamp	_____

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.