

Slow Day Playbook-One-Page Checklist



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Turn Quiet Shifts Into Future Wins (Powered by MOP)

Use this checklist during low-occupancy or lighter shifts to prepare your hotel for busier days ahead. Select 2-3 sections per shift.

1. Deep Cleaning Reset

Focus Areas (check all that apply):

- Baseboards, vents, corners
- Behind furniture and beds
- Bathroom grout, drains, fixtures
- Windows, mirrors, touchpoints

MOP Action:

- Assign deep-clean tasks by room or zone
- Verify completion in MOP

2. Preventive Maintenance Power Hour

Focus Areas:

- Lights, outlets, switches
- HVAC checks
- Plumbing leaks or slow drains
- Door locks, hinges, safes

MOP Action:

- Complete recurring PM tasks
- Close aging maintenance tickets

3. Refresh Packages & Promotions (PMS)

Focus Areas:

- Review active packages
- Remove expired offers
- Add seasonal or local promotions

MOP / PMS Action:

- Confirm updates are live and visible

4. Staff Cross-Training Boost

Focus Areas:

- Assign practice tasks for secondary roles
- Pair staff for shadowing
- Review task completion and notes

MOP Action:

- Track progress and accountability

5. Lost & Found + Open Task Cleanup

Focus Areas:

- Review Lost & Found entries
- Contact guests or prep items per policy
- Close duplicate or outdated tasks

MOP Action:

- Confirm task list is current

Manager Sign-Off (Optional)

Date:

Department(s):

Manager Name:

Signature:

Notes / Follow-Ups:

Printable + fillable PDF

Reset