

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- ☐ Close duplicate or outdated tasks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:

Reset