

Property: Hotel ABC

Use this report to monitor past due and current work orders.

**Color Coding:**

Green: Elapsed Days <

Yellow: Elapsed Days ≤

Red: Elapsed Days ≥

Totals		
2	8	2

	Location	Maintenance Type	Employee	Scheduled Date
	1115	Sink Issue	BSmith	3/21/2010
	1128	Guest Room Inspection	BSmith	6/11/2010
	1114	Wall Covering	ECurtis	6/11/2010
	210	Tub Caulk	BSmith	6/13/2010
	1006	Tub Caulk	ECurtis	6/13/2010
	1112	Sink Issue	ECurtis	6/13/2010
	1017	Tub Caulk	ECurtis	6/13/2010
	820	Tub Caulk	ECurtis	6/13/2010
	1106	Bathroom Condition	ECurtis	6/14/2010
	1105	Toilet Issue	ECurtis	6/15/2010
	Lobby	Light Out	BSmith	6/15/2010