

FORMS

- Covid - Acknowledgement for Possible Covid Exposure
- Covid – Covid Certification and Professional Responses to Vaccination Questions
- Covid – Possible Exposure to Covid Letter
- Credit Card Authorization Form – CC Auth
- Deep Clean Checklist Spanish
- Deep Clean Checklist
- Employee Application
- Expense Reimbursement Form
- FMLA Document
- General Manager Handbook Acknowledgement
- Housekeeping CPOR Worksheet Calculator Final
- Hurricane Warning and Mandatory Evacuation Order
- Job Description - Blank Template
- Job Description – Chief Engineer
- Job Description – DOS
- Job Description – Front Desk Agent
- Job Description – Front Desk Manager
- Job Description – General Manager
- Job Description – GM
- Job Description – Head Housekeeper
- Job Description – HK
- Job Description – How to Guide IHG
- Lost and Found Claim CC Info
- Lost and Found Log 2
- Lost and Found Log
- Lost and Found Process
- Payroll Overtime Coefficient Table
- Payroll Template Spreadsheet
- Performance Review
- Pest Control Activity Log
- Petty Cash
- Preventative Maintenance Checklist
- Team Member Exit Interview 2
- Team Member Exit Interview
- Team Member File Verification Checklist
- Team Member Orientation Form
- Team Member Termination Form
- Termination Checklist
- Time Off Request
- Time Off Tracking Report
- Vendor Contract Out Date Form
- Verbal Warning
- Welcome Email
- Welcome Letter
- Written Warning Form
- Incident Report