

Level 6 Hotel Placement – Weekly Progress Tracker

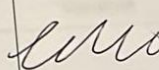
Task: Maintain a weekly progress tracker documenting your experiences, tasks performed, challenges faced, and lessons learned. Bullet points format is welcome. You must submit this document to the designated Turnitin link by [Friday 7th March 2025] at 23:59pm.

Week 1			
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Housekeeping Saturday • Checking if the rooms were clean according to the company standards alongside the head of housekeeping • Helping to clean the rooms and performing general cleaning tasks • Stripping beds • Managing room cleaning process under pressure due to the Chess championship, over 100 rooms and also due to guests' extended time for the check-out	25.01 12:00-20:30	Darius Condescu	<i>[Signature]</i>
Sunday • Helping to clean the rooms and performing general cleaning tasks • Check the stock	26.01 09:00-17:00	Darius Condescu	<i>[Signature]</i>

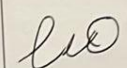
Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Housekeeping • Helping to clean the rooms and performing general cleaning tasks • Stripping beds • Checking the rooms that were clean that day to make sure they comply with the company cleaning policy	01Feb 12-20pm	Darius	<i>[Signature]</i>
Housekeeping • Stripping beds • Discuss with the manager the tasks and the issues for this specific department, stock, linen issues noticed	02 Feb 08-16:00	Darius	<i>[Signature]</i>

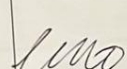
APPENDIX 1

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Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Leisure Club Assisting in running of the centre with customers on an on-going basis Providing a safe environment for the guests	03 Feb 09-17	Darius	

APPENDIX 1

Leisure Club Doing the mandatory water PH and chlorine tests for the jacuzzi and the pool Maintaining the hygiene for the guests	04 Feb 09:00-17:00	Darius	
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Week 4			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Reception Count till and safe Complete handovers with nights and pass anything onto relevant departments-housekeeping, reservations Assisting at Check-ins(15:00) and check outs(11:00) Calling the guests after 30 minutes to ask for a room feedback and ask for another feedback while checking out	10 Feb 09-17	Darius	

Reception Make sure everyone has check out and if not, call the room to remind them the check out time Print downtime reports including 5 vacant rooms and arrivals Start pre-checking in IHG members and prepare the members cards and vouchers for the club members, silver, platinum, gold and diamonds members Check outs, check ins	11 Feb 09-17	Darius	<i>[Signature]</i>

Week 5			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
F&B Assisting the F&B team members during lunch and dinner Cleaning tables Setting the tables ready for lunch and dinner	27.02 Thursday 12-20:00	Darius	<i>[Signature]</i>
F&B Cleaning tables during the breakfast and setting them up Hoovering the restaurant after the breakfast Cleaning the room service trays I attended the 10am o'clock meeting by the general manager with all the other managers or supervisors from each department	28.02 Friday 06:00-14:00	Darius	<i>[Signature]</i>

Week 6			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
F&B Saturday Assisting the F&B team members during lunch and dinner Cleaning tables Setting the tables ready for lunch and dinner	08-16 01.02	Darius	
F&B Assisting the F&B team members during lunch and dinner Cleaning tables Setting the tables ready for lunch and dinner	8-16 02.03	Darius	