

### 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.

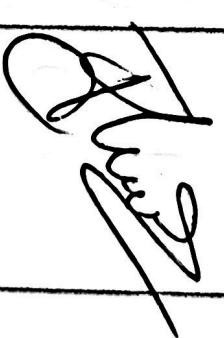
| Week 1                                                                                                                                                                                                                                                                                   |                           |                                                                                     |                           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------|---------------------------|--|
| Experiences/Tasks/Challenges/Lessons<br>(Housekeeping)                                                                                                                                                                                                                                   | Shift<br>(Date/Time)      | Student<br>Signature                                                                | Hotel Mentor<br>Signature |  |
| <ul style="list-style-type: none"> <li>I met the team;</li> <li>The supervisor explained to me the programs through which he communicates with the maids and the front desk;</li> <li>We checked the clean rooms;</li> <li>The supervisor explained the standard of the hotel</li> </ul> | 25.01.2025<br>08:00-16:00 |  |                           |  |
| <ul style="list-style-type: none"> <li>Learning cleaning procedures (changing linens, sanitising the bathroom);</li> <li>Initiating cleaning in rooms, coordinating with colleagues to complete tasks in a time efficient manner.</li> </ul>                                             | 26.01.2025<br>08:00-16:00 |  |                           |  |

| Week 2                                                                                                                                                                                                                                                                                   |                           |                                                                                      |                           |  |
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| Experiences/Tasks/Challenges/Lessons<br>(Housekeeping)                                                                                                                                                                                                                                   | Shift<br>(Date/Time)      | Student<br>Signature                                                                 | Hotel Mentor<br>Signature |  |
| <ul style="list-style-type: none"> <li>• Manage cleaning equipment and start cleaning an entire floor;</li> <li>• Improving cleanliness in hotel rooms, compliance with hygiene standards;</li> <li>• Cleaning supervision in common areas: reception, lounge, guest toilets.</li> </ul> | 01.02.2025<br>08:00-16:00 |  |                           |  |
| <ul style="list-style-type: none"> <li>• Learning about the laundry activity;</li> <li>• Helping in laundry</li> <li>• Replacing Porter</li> <li>• Removing the linen from the beds;</li> <li>• Helping maids with clean linen and make beds</li> </ul>                                  | 02.02.2025<br>08:00-16:00 |   |                           |  |

| <b>Week 3</b>                                                                                                                                                                                             |                              |                                                                                     |                                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------|-----------------------------------|--|
| <b>Experiences/Tasks/Challenges/Lessons<br/>(Housekeeping)</b>                                                                                                                                            | <b>Shift<br/>(Date/Time)</b> | <b>Student<br/>Signature</b>                                                        | <b>Hotel Mentor<br/>Signature</b> |  |
| <ul style="list-style-type: none"> <li>• Clean the public area; vacuuming;</li> <li>• Removing the linen from the beds;</li> <li>• Washing the linen;</li> <li>• Fold towels</li> </ul>                   | 08.02.2025<br>08:00-16:00    |  |                                   |  |
| <ul style="list-style-type: none"> <li>• Clean public area;</li> <li>• Check the list of the check-out rooms;</li> <li>• Removing the linen from the beds;</li> <li>• Help maid make the beds;</li> </ul> | 09.02.2025<br>08:00-16:00    |  |                                   |  |

| Week 4                                                                                                                                                                                                                                                                                                                              |                           |                                                                                      |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------|---------------------------|
| Experiences/Tasks/Challenges/Lessons<br>(Front desk)                                                                                                                                                                                                                                                                                | Shift<br>(Date/Time)      | Student<br>Signature                                                                 | Hotel Mentor<br>Signature |
| <ul style="list-style-type: none"> <li>• Introduction to the reservation management system;</li> <li>• Starting the check-in and check-out procedures;</li> <li>• As a task, I prepared the envelopes with the room keys, the registration forms, for the guests from the conference that was to take place the next day</li> </ul> | 11.02.2025<br>14:00-22:00 |  |                           |
| <ul style="list-style-type: none"> <li>• I followed the check-in procedures and the relocation of unsatisfied guests to other rooms;</li> <li>• I handed out the envelopes prepared the previous day and guided the guests to fill out the registration forms to increase the hotel's membership base</li> </ul>                    | 12.02.2025<br>14:00-22:00 |   |                           |

| <b>Week 5</b>                                                                                                                                                                                                                                                                               |                              |                                                                                      |                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------|-----------------------------------|
| <b>Experiences/Tasks/Challenges/Lessons<br/>(Front desk)</b>                                                                                                                                                                                                                                | <b>Shift<br/>(Date/Time)</b> | <b>Student<br/>Signature</b>                                                         | <b>Hotel Mentor<br/>Signature</b> |
| <ul style="list-style-type: none"> <li>• The checking of the fire points;</li> <li>• Handover from nightshift;</li> <li>• I handed out the envelopes prepared the previous day and guided the guests to fill out the registration forms to increase the hotel's membership base.</li> </ul> | 17.02.2025<br>09:00-17:00    |  |                                   |
| <ul style="list-style-type: none"> <li>• Checking the amounts collected from reservations made on booking sites;</li> <li>• Preparing the keys for the group that was going to stay.</li> </ul>                                                                                             | 23.02.2025<br>07:00-15:00    |   |                                   |

| Week 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                                                                      |                           |
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| Experiences/Tasks/Challenges/Lessons<br>(Front desk)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Shift<br>(Date/Time)      | Student<br>Signature                                                                 | Hotel Mentor<br>Signature |
| <ul style="list-style-type: none"> <li>Starting the work with the payment system, managing the receipts for the accommodated customers;</li> <li>Handover from the morning shift;</li> <li>Prepare the documentation for conference room;</li> <li>Check the golden and diamond members to have their breakfast included.</li> </ul>                                                                                                                                                                                                 | 25.02.2025<br>14:00-22:00 |  |                           |
| <ul style="list-style-type: none"> <li>Start shift with handover;</li> <li>Receive the report of all incidents from morning;</li> <li>File the report of the rooms discrepancy received from Housekeeping;</li> <li>Allocate any multi-nights stays for the day ahead;</li> <li>Check gold members my way preference and note in the guest request;</li> <li>Living-well banking;</li> <li>Ensure all remaining arrivals are charged for the first night;</li> <li>Check all park and fly have the booking made for taxi.</li> </ul> | 26.02.2025<br>14:00-22:00 |   |                           |

Week 7

**APPENDIX 1**

| Experiences/Tasks/Challenges/Lessons<br>(Food & Beverage) | Shift<br>(Date/Time) | Student<br>Signature | Hotel Mentor<br>Signature |
|-----------------------------------------------------------|----------------------|----------------------|---------------------------|
| next                                                      |                      |                      |                           |