

Hotel — End of Night Report

19 items across 9 sections — fillable PDF, free to use.

Why this mix for a hotel: Guest Experience and Rooms & Maintenance replace Kitchen & Food Safety -- a hotel's nightly story is about rooms, requests and anything that broke, not food cost. Security reflects overnight occupancy. Covers becomes "Guests in house," matching standard night audit terminology.

Shift Overview

Venue

Date

Manager on duty

Team on shift

Sales & Financial

Sales (till)

Card machine

Cash

Variance

Covers & Revenue

Guests in house

Spend per head

Guest Experience

Guest feedback, complaints or VIP notes

Rooms & Maintenance

Maintenance issues raised

Reported to

Security

☐ Alarm set, doors/windows locked, fire exits clear, walkround done

Security notes, incidents or ejections

Issues & Actions

How was the shift and the area / trade?

Issues raised and how they were addressed

HANDOVER TO THE NEXT MANAGER

Signed by

Like this checklist filled in automatically, delivered to your inbox every night, with full history and no paper? That's EON Report. Free to start at eon-report.com.