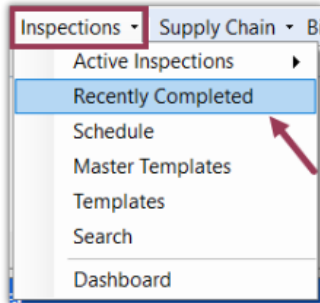
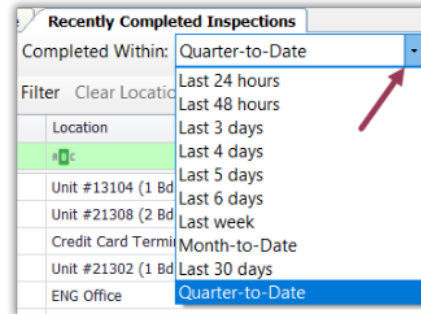


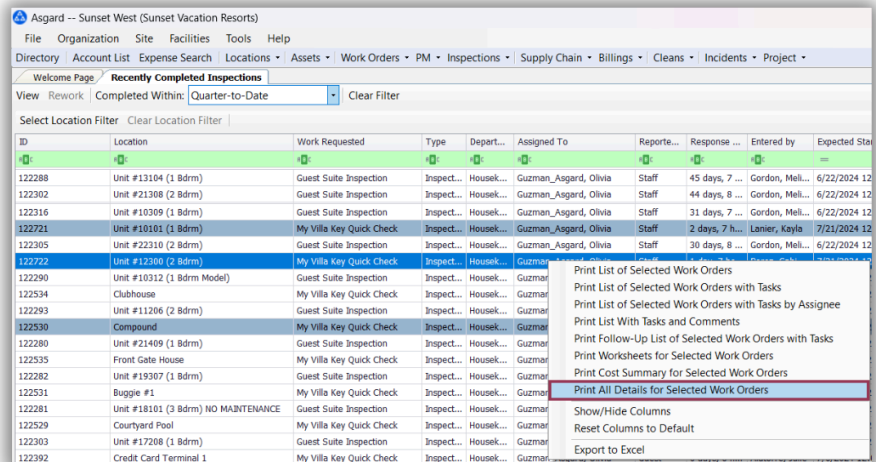
Step 1: Click the **Inspections** tab, click **Recently Completed**.



Step 2: Use the drop-down menu to select time frame.



Step 3: To view more details for Recently Completed Inspections, highlight the Inspection(s) you want to view, **Right-Click**, and select **Print All Details for Selected Work Orders**.



A **Print Preview** will open a new window for ease of **reviewing** or **sharing** with the Inspectee, *if applicable*, for training and self-improvement opportunities.

Scroll to view:

- All Tasks
- Failed Task notes
- Comments and/or Photos

Any **Notes** associated with a task will appear below the task name in **bold font**.

Sunset West
My Villa Key Quick Check

Reported By: Staff
Guest Name:
Staff Name:
Location: Unit #10101 (1 Bdrm) (Walling)

Entered: 7/7/2024 12:54 AM Entered By: Lanier, Kayla
Inspector: Burkhardt, Caitlin

Follow-Up Required: No Event:

Tasks Score 81.82%


- Vacuum
- Clean Kitchen Counter Tops
- Clean Bathroom Counter Tops
- Clean Dining Table
- Mop Bathroom
- Mop Kitchen
- Clean Microwave
- Clean Stove
oven dirty
- Vacuum Couch
- Replace Air Fresheners
- Clean Mirrors
smudges on mirror

W/O #122721

Status: Complete
Type: Inspection Task
Department: Housekeeping
Priority: Medium
Assigned To: Guzman, Asgard, Olivia
Expected Start: 7/21/2024 12:00 AM
Due On: 7/26/2024
Overdue On: 7/28/2024 12:00 AM
Started: 7/23/2024 6:50 AM
Completed: 7/23/2024 7:14 AM
Expiration: 7/27/2024 8:00 PM

Comments

Date	User	Comment
7/23/2024	Lemus, Betty	Task #8 - oven dirty



Sunset West
My Villa Key Quick Check

Reported By: Staff
Guest Name:
Staff Name:
Location: Unit #12300 (2 Bdrm)

Entered: 7/7/2024 12:54 AM Entered By: Perez, Gabi
Inspector:

Follow-Up Required: No Event:

Tasks Score 90.91%

- Vacuum
- Clean Kitchen Counter Tops
- Clean Bathroom Counter Tops
- Clean Dining Table
- Mop Bathroom
- Mop Kitchen
- Clean Microwave
- Clean Stove
- Vacuum Couch
- Replace Air Fresheners
- Clean Mirrors