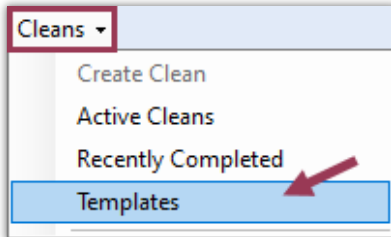
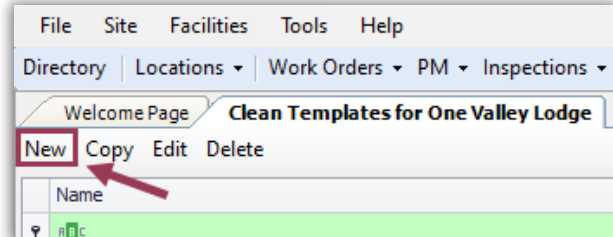


Step 1: Click **Templates** under the Cleans tab.

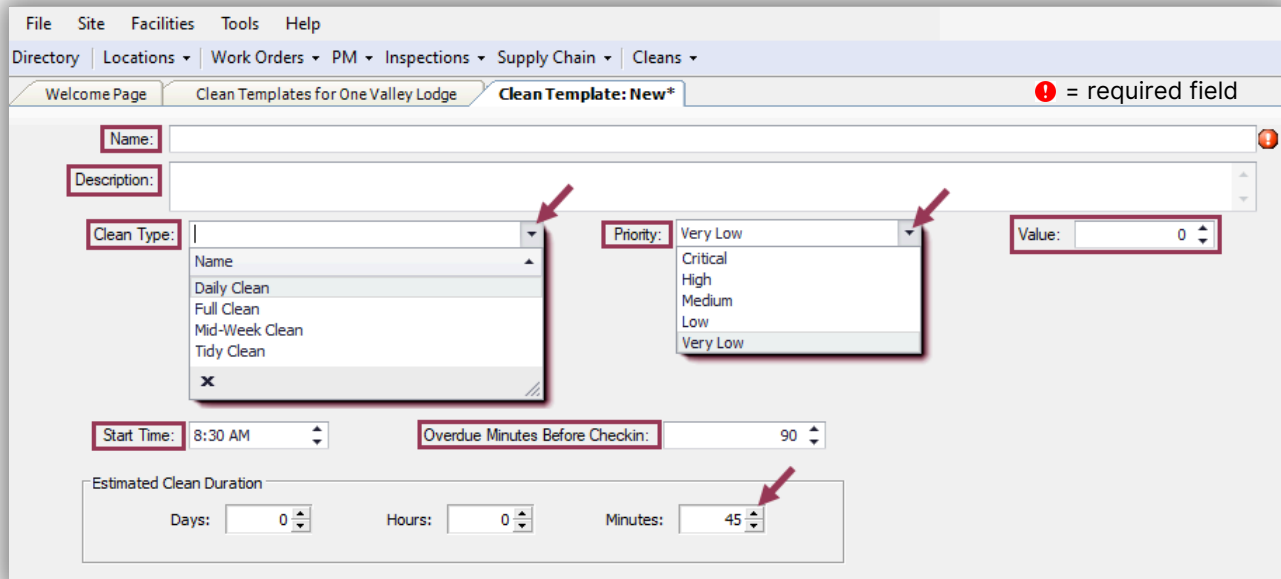


Step 2: Click **New**.



Step 3: Enter the required and requested information

- **Name** (required)
- **Description**
- Select a **Clean Type** (required)
- **Priority** level from the drop-down menu
- Enter a **Value**
- Choose the **Start Time**
- Select the number of **Overdue Minutes Before Checkin** - when this Clean will become overdue, allowing time for the final inspection
- Enter the **Estimated Clean Duration** - the time it should take to complete the clean (required)



File Site Facilities Tools Help

Directory Locations Work Orders PM Inspections Supply Chain Cleans

Welcome Page Clean Templates for One Valley Lodge **Clean Template: New*** ⓘ = required field

Name:

Description:

Clean Type:

- Name
- Daily Clean
- Full Clean
- Mid-Week Clean
- Tidy Clean

Priority:

- Very Low
- Critical
- High
- Medium
- Low
- Very Low

Value: 0

Start Time: 8:30 AM

Overdue Minutes Before Checkin: 90

Estimated Clean Duration

Days: 0 Hours: 0 Minutes: 45

Step 4: Click **New** to add tasks (adding tasks is optional). Enter the task's name and a description. Select the **Sublocation** for the task from the drop-down menu.

The screenshot shows a 'Tasks' window with tabs for 'Tasks' and 'Log'. The 'New' button is highlighted with a red box and an arrow. Below the buttons are three input fields: 'Name' (containing 'Mop Floor'), 'Description' (empty), and 'Sublocation' (a dropdown menu). The dropdown menu is open, showing a list of locations: Bathroom, Bedroom, Bldgs, Den, Dining Room, Foyer, and Guest Bathroom. The 'Bathroom' option is selected and highlighted with a red arrow.

Step 5: Click **Update** and repeat Step 4 until all tasks have been added.

The screenshot shows the 'Tasks' window with the 'Update' button highlighted by a red box and an arrow. The input fields are empty. Below the input fields is a table with two rows: 'Mop Floor' and 'Strip Beds', both with 'Bathroom' as the sublocation.

Name	Description	Sublocation
Mop Floor		Bathroom
Strip Beds		Bedroom

Step 6: After all the tasks are added, click **Save/Close**. The template is now be available for scheduling Cleans.

The screenshot shows the 'Clean Template: New*' window. The 'Save/Close' button is highlighted by a red box and an arrow. The input fields are filled with: 'Name: Daily Clean - 1 Bdrm', 'Description: ' (empty), 'Clean Type: Daily Clean', 'Priority: High', and 'Value: 1'. Below the input fields is a table with four rows: 'Mop Floor', 'Strip Beds', 'Vacuum', and 'Empty Trash Bin', all with 'Bathroom' as the sublocation.

Name	Description	Sublocation
Mop Floor		Bathroom
Strip Beds		Bedroom
Vacuum		Living Room
Empty Trash Bin		Kitchen