

DAILY ACTIVITIES

Name : Mellyca
 Student Number : 2023010029
 Department : Housekeeping

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1.	Wednesday	24 Jul 2024	Room Attendant	- 7 Credits with Senior for learning how to make up room as Room Attendant - Learning how to make bed and clean living room from rosewood standard		
2.	Thursday	25 Jul 2024	Room Attendant	- Learning how to clean bathroom		
3.	Friday	26 Jul 2024	Room Attendant	- Learning how to put amenities Setup in bathroom and living room		
4.	Saturday	27 Jul 2024	Room Attendant	- Learning how to make up occupied.		
5.	Sunday	28 Jul 2024	Room Attendant	Day off		
6.	Monday	29 Jul 2024	Room Attendant	- Learning how to treat Handle guest request.		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
7.	Tuesday	30 Jul 2024	Room Attendant	- learning how to do deep cleaning for fobes guest.		
8.	Wednesday	31 Jul 2024	Room Attendant	- Handle 7 Credits with Senior for make up room as room Attendant		
9.	Thursday	1 August 2024	Room Attendant	- Handle 8 Credits with Staff for make up room as room Attendant.		
10.	Friday	2 August 2024	Room Attendant	- Handle 8 Credits with Staff for make up room.		
11.	Saturday	3 August 2024	Room Attendant	Day off		
12.	Sunday	4 August 2024	Room Attendant	Day off		
13.	Monday	5 August 2024	Room Attendant	- Handle 8 credit with staff for make up room Standard and Suite.		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
14.	Tuesday	6 August 2024	Room Attendant	- Day OFF		
15.	Wednesday	7 August 2024	Room Attendant	- Learning handling and reporting lost and found		
16.	Thursday	8 August 2024	Room Attendant	- Removing trash		
17.	Friday	9 August 2024	Room Attendant	- Reporting lost and found		
18.	Saturday	10 August 2024	Room Attendant	- How to stock a Housekeeping card		
19.	Sunday	11 August 2024	Room Attendant	- Learning for cleaning and refilling cleaning chemical		
20.	Monday	12 August 2024	Room Attendant	- Day OFF		
21.	Tuesday	13 August 2024	Room Attendant	- Start 4 credits as RA (work alone)		
22.	Wednesday	14 August 2024	Room Attendant	- Day OFF		
23.	Thursday	15 August 2024	Room Attendant	- Start 4 Credit as RA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
23.	Thursday	15 August 2024	Room Attendant	- Start 4 credits as RA (work alone)		
24.	Friday	16 August 2024	Room Attendant	- Start 4 credits as RA (work alone)		
25.	Saturday	17 August 2024	Room Attendant	- Start 5 Credits as RA (work alone)		
26.	Sunday	18 August 2024	Room Attendant	- Day OFF		
27.	Monday	19 August 2024	Room Attendant	- Start 5 Credits as RA (work alone)		
28.	Tuesday	20 August 2024	Room Attendant	- Start 5 credits as RA (work alone)		
29.	Wednesday	21 August 2024	Room Attendant	- Start 5 Credits as RA (work alone)		
30.	Thursday	22 August 2024	Room Attendant	- start 5 credits as RA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
31.	Friday	23 August 2024	Room Attendant	- Start 6 Credits as RA (work alone)		
32.	Saturday	24 August 2024	Room Attendant	- Start 6 credits as RA (work alone)		
33.	Sunday	25 August 2024	Room Attendant	- Start 5 Credits as RA (Because have training gathering)		
34.	Monday	26 August 2024	Room Attendant	- Start 6 Credit as RA (work alone)		
35.	Tuesday	27 August 2024	Room Attendant	- Normal 7 Credits as RA (work alone)		
36.	Wednesday	28 August 2024	Room Attendant	- Normal 7 Credits as RA (work alone)		
37.	Thursday	29 August 2024	Room Attendant	- Day OFF		
38.	Friday	30 August 2024	Room Attendant	- Day OFF		
39.	Saturday	31 August 2024	Room Attendant	- Start 6 Credits as RA (work alone)		

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40.	Sunday	1 September 2024	Room Attendant	- Start 6 credits as RA (work alone)		
41.	Monday	2 September 2024	Room Attendant	- Start 6 credits as RA (work alone)		
42.	Tuesday	3 September 2024	Room Attendant	- Day OFF		
43.	Wednesday	4 September 2024	Room Attendant	- Day OFF		
44.	Thursday	5 September 2024	Room Attendant	- Start 6 credits as RA (work alone)		
45.	Friday	6 September 2024	Room Attendant	- Start 6 credits as RA (work alone)		
46.	Saturday	7 September 2024	Room Attendant	- Start 7 credits as RA (work alone)		
47.	Sunday	8 September 2024	Room Attendant	- 7 credits as RA (work alone)		

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Name : Nellysa
 Student Number : 2023010029
 Department : Housekeeping

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
48.	Monday	9 September 2024	Room Attendant	- 7 Credits as RA (work alone)		
49.	Tuesday	10 September 2024	Room Attendant	- 7 Credits as RA (work alone)		
50.	Wednesday	11 September 2024	Room Attendant	- 7 Credits as RA (work alone)		
51.	Thursday	12 September 2024	Room Attendant	- Day OFF		
52.	Friday	13 September 2024	Room Attendant	- Day OFF		
53.	Saturday	14 September 2024	Room Attendant	- 7 Credits as RA (work alone)		
54.	Sunday	15 September 2024	Room Attendant	- 7 Credits as RA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
55.	Monday	16 September 2024	Room Attendant	- 7 credits as RA (work alone)		
56.	Tuesday	17 September 2024	Room Attendant	- 7 credits as RA (work alone)		
57.	Wednesday	18 September 2024	Room Attendant	- Day OFF		
58.	Thursday	19 September 2024	Room Attendant	- 7 Credits as RA (work alone)		
59.	Friday	20 September 2024	Room Attendant	- 7 Credits as RA (work alone)		
60.	Saturday	21 September 2024	Room Attendant	- Day OFF		
61.	Sunday	22 September	Room Attendant	- 7 Credits as RA (work alone)		
62.	Monday	23 September 2024	Room Attendant	- Public Holiday		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
63.	Tuesday	24 September 2024	Room Attendant	- 7 credits as RA (work alone)		
64.	Wednesday	25 September 2024	Room Attendant	- Day OFF		
65.	Thursday	26 September 2024	Room Attendant	- 7 credits as RA (work alone)		
66.	Friday	27 September 2024	Room Attendant	- 7 credits as RA (work alone)		
67.	Saturday	28 September 2024	Room Attendant	- 7 credits as RA (work alone)		
68.	Sunday	29 September 2024	Room Attendant	- Day OFF		
69.	Monday	30 September 2024	Room Attendant	- 7 credits as RA (work alone)		
70.	Tuesday	1 October 2024	Room Attendant	- 7 credits as RA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
71.	wednesday	20 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		
72.	Thursday	21 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		
73.	Friday	22 Oct 2024	Room Attendant	- Day OFF		
74.	Saturday	23 Oct 2024	Room Attendant	- Day OFF		
75.	Sunday	24 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		
76.	Monday	25 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		
77.	Tuesday	26 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		
78.	Wednesday	27 Oct 2024	Room Attendant	- Day OFF		
79.	Thursday	28 Oct 2024	Room Attendant	- Day OFF		
80.	Friday	29 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		

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Name : Mellyza
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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
81	Saturday	12 October 2024	Room Attendant	- 7 credits as RA (work alone)	7	
82	Sunday	13 October 2024	Room Attendant	- AL (Annual leave)		
83	Monday	14 October 2024	Room Attendant	- 7 credits as RA (work alone)		
84	Tuesday	15 October 2024	Room Attendant	- 7 credits as RA (work alone)		
85	Wednesday	16 October 2024	Room Attendant	- 7 credits as RA (work alone)		
86	Thursday	17 October 2024	Room Attendant	- Day off		
87	Friday	18 October 2024	Room Attendant	- Day off		
88	Saturday	19 October 2024	Room Attendant	- 7 credits as RA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
89.	Sunday	20 October 2024	Room Attendant	- 7 Credits as RA (work alone).		
90.	Monday	21 October 2024	Room Attendant	- Day OFF		
91.	Tuesday	22 October 2024	Room Attendant	- Day OFF		
92.	Wednesday	23 October 2024	Room Attendant	- 7 Credits as RA (work alone)		
93.	Thursday	24 October 2024	Room Attendant	- 7 Credits as RA (work alone)		
94.	Friday	25 October 2024	Room Attendant	- 7 Credits as RA (work alone)		
95.	Saturday	26 October 2024	Room Attendant	- 7 Credits as RA (work alone)		
96.	Sunday	27 October 2024	Room Attendant	- 7 Credits as RA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
97.	Monday	28 Oct 2024	Room Attendant	- Day OFF		
98.	Tuesday	29 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		
99.	Wednesday	30 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		
100.	Thursday	31 Oct 2024	Room Attendant	- 7 credits as RA (work alone)		
101.	Friday	01 November 2024	Room Attendant	- 7 credits as RA (work alone)		
102.	Saturday	02 November 2024	Room Attendant	- 7 credits as RA (work alone)		
103.	Sunday	03 November 2024	Room Attendant	- Day OFF		
104.	Monday	04 November 2024	Room Attendant	- 6 credits as RA (work alone) Because have Training Gatekeeping		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
105.	Tuesday	5 November 2024	Room Attendant	Day OFF	9	
106.	Wednesday	6 November 2024	Room Attendant	7 credits as RA (work alone)		
107.	Thursday	7 November 2024	Room Attendant	7 credits as RA (work alone)		
108.	Friday	8 November 2024	Room Attendant	Day OFF		
109.	Saturday	9 November 2024	Room Attendant	7 credits as RA (work alone)		
110.	Sunday	10 November 2024	Room Attendant	7 credits as RA (work alone)		
111.	Monday	11 November 2024	Room Attendant	7 Credits as RA (work alone)		
112.	Tuesday	12 November 2024	Room Attendant	Day OFF		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
113.	Wednesday	13 November 2024	Room Attendant	- 7 Credits as RA (work alone)		
114.	Thursday	14 November 2024	Room Attendant	- 7 Credits as RA (work alone)		
115.	Friday	15 November 2024	Room Attendant	- 7 Credits as RA (work alone)		
116.	Saturday	16 November 2024	Room Attendant	Day OFF		
117.	Sunday	17 November 2024	Room Attendant	- 7 Credits as RA (work alone)		
118.	Monday	18 November 2024	Room Attendant	- 7 Credits as RA (work alone)		
119.	Tuesday	19 November 2024	Room Attendant	- 7 Credits as RA (work alone)		
120.	Wednesday	20 November 2024	Room Attendant	- 7 Credits as RA (work alone)		

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Name : Mellisa
 Student Number : 2023010029
 Department : Housekeeping

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
121.	Thursday	21 November 2024	Room Attendant	- 7 Credits as RA (work alone)		
122.	Friday	22 November 2024	Room Attendant	- 7 Credits as RA (work alone)		
123.	Saturday	23 November 2024	Room Attendant	- Day OFF		
124.	Sunday	24 November 2024	Room Attendant	- Day OFF		
125.	Monday	25 November 2024	Room Attendant	- 6 Credits as RA (work alone)		
126.	Tuesday	26 November 2024	Room Attendant	(because have Meeting) - 7 credits as RA (work alone)		
127.	Wednesday	27 November 2024	Room Attendant	- 7 credit as RA (work alone)		
128.	Thursday	28 November 2024	Room Attendant	- Day OFF		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
129.	Friday	29 November 2024	Room Attendant	Day OFF		
130.	Saturday	30 November 2024	Room Attendant	7 Credits as RA (work alone)		
131.	Sunday	1 December 2024	Room Attendant	7 Credits as RA (work alone)		
132.	Monday	2 December 2024	Room Attendant	7 Credits as RA (work alone)		
133.	Tuesday	3 December 2024	Room Attendant	7 Credits as RA (work alone)		
134.	Wednesday	4 December 2024	Room Attendant	Day OFF		
135.	Thursday	5 December 2024	Room Attendant	Day OFF		

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Name : Nellysa
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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
136.	Friday	6 December 2024	Room Attendant	- 7 Credits as PA (work alone)	/	
137.	Saturday	7 December 2024	Room Attendant	- 7 Credits as PA (work alone)		
138.	Sunday	8 December 2024	Room Attendant	- 7 Credits as PA (work alone)		
139.	Monday	9 December 2024	Room Attendant	- 7 Credits as PA (work alone)		
140.	Tuesday	10 December 2024	Room Attendant	- 7 Credits as PA (work alone)		
141.	Wednesday	11 December 2024	Room Attendant	- Day OFF		
142.	Thursday	12 December 2024	Room Attendant	- Day OFF		
143.	Friday	13 December 2024	Room Attendant	- 7 Credits as PA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
144.	Saturday	14 December 2024	Room Attendant	- 7 credits as RA (work alone)		
145.	Sunday	15 December 2024	Room Attendant	- 7 credits as RA (work alone)		
146.	Monday	16 December 2024	Room Attendant	Day OFF		
147.	Tuesday	17 December 2024	Room Attendant	Day OFF		
148.	Wednesday	18 December 2024	Room Attendant	- 7 credits as RA (work alone)		
149.	Thursday	19 December 2024	Room Attendant	- 7 credits as RA (work alone)		
150.	Friday	20 December 2024	Room Attendant	- 7 credits as RA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
151.	Saturday	21 December 2024	Room Attendant	- 7 credits as RA (work alone)		
152.	Sunday	22 December 2024	Room Attendant	- 7 credits as RA (work alone)		
153.	Monday	23 December 2024	Room Attendant	- Day OFF		
154.	Tuesday	24 December 2024	Room Attendant	- 7 credits as RA (work alone)		
155.	Wednesday	25 December 2024	Room Attendant	- 7 credits as RA (work alone)		
156.	Thursday	26 December 2024	Room Attendant	- Day OFF		
157.	Friday	27 December 2024	Room Attendant	- 7 credits as RA (work alone)		
158.	Saturday	28 December 2024	Room Attendant	- 7 credits as RA (work alone)		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
159.	Sunday	29 December 2024	Room Attendant	- 7 Credits as RA (Work alone)		
160.	Monday	30 December 2024	Room Attendant	- 7 Credits as RA (Work alone)		
161.	Tuesday	31 December 2024	Room Attendant	- 7 Credits as RA (Work alone)		
162.	Wednesday	1 January 2024	Room Attendant	- 7 Credits as RA (Work alone)		
163.	Thursday	2 January 2024	Room Attendant	- Day OFF		
164.	Friday	3 January 2024	Minibar	- learning how to Minibar with staff		
165.	Saturday	4 January 2024	Minibar	- Handling Minibar Storage - Receive and deliver Minibar Item - Cek suhu storage		
166.	Sunday	5 January 2024	Minibar	- Day OFF		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
167.	Monday	6 January 2024	Minibar	- Day off		
168.	Tuesday	7 January 2024	Room Attendant	- 7 Credits as RA (work alone)		
169.	Wednesday	8 January 2024	Room Attendant	- 7 Credits as RA (work alone)		
170.	Thursday	9 January 2024	Room Attendant	- 7 Credits as RA (work alone)		
171.	Friday	10 January 2024	Room Attendant	- AL (Annual leave)		
172.	Saturday	11 January 2024	Room Attendant	- Day off		
173.	Sunday	12 January 2024	LDY (laundry)	- Handing guest laundry with staff - collect laundry		

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No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
174.	Monday	13 January 2024	Runner	- To learn daily runner operations with staff - To obtain the proper standard of trace, bid, pet or other room setup - To learn handling extra bed - Handle internal and external guest enquires including item delivery.		
175.	Tuesday	14 January 2024		- Day OFF		
176.	Wednesday	15 January 2024		- PH (Public Holiday)		
177.	Thursday	16 January 2024		- PH (Public Holiday)		
178.	Friday	17 January 2024		- Day OFF		