



Hospitality Guest Service Issue Checklist

Issue Identification & Logging

Documenting the guest's complaint and initial assessment.

Guest Description of Issue

Write something...

Issue Category

- ☐ Room Issue
- ☐ Food & Beverage
- ☐ Service
- ☐ Billing
- ☐ Other

Severity Level (1-5)

Enter a number...

Date of Incident

Enter date...