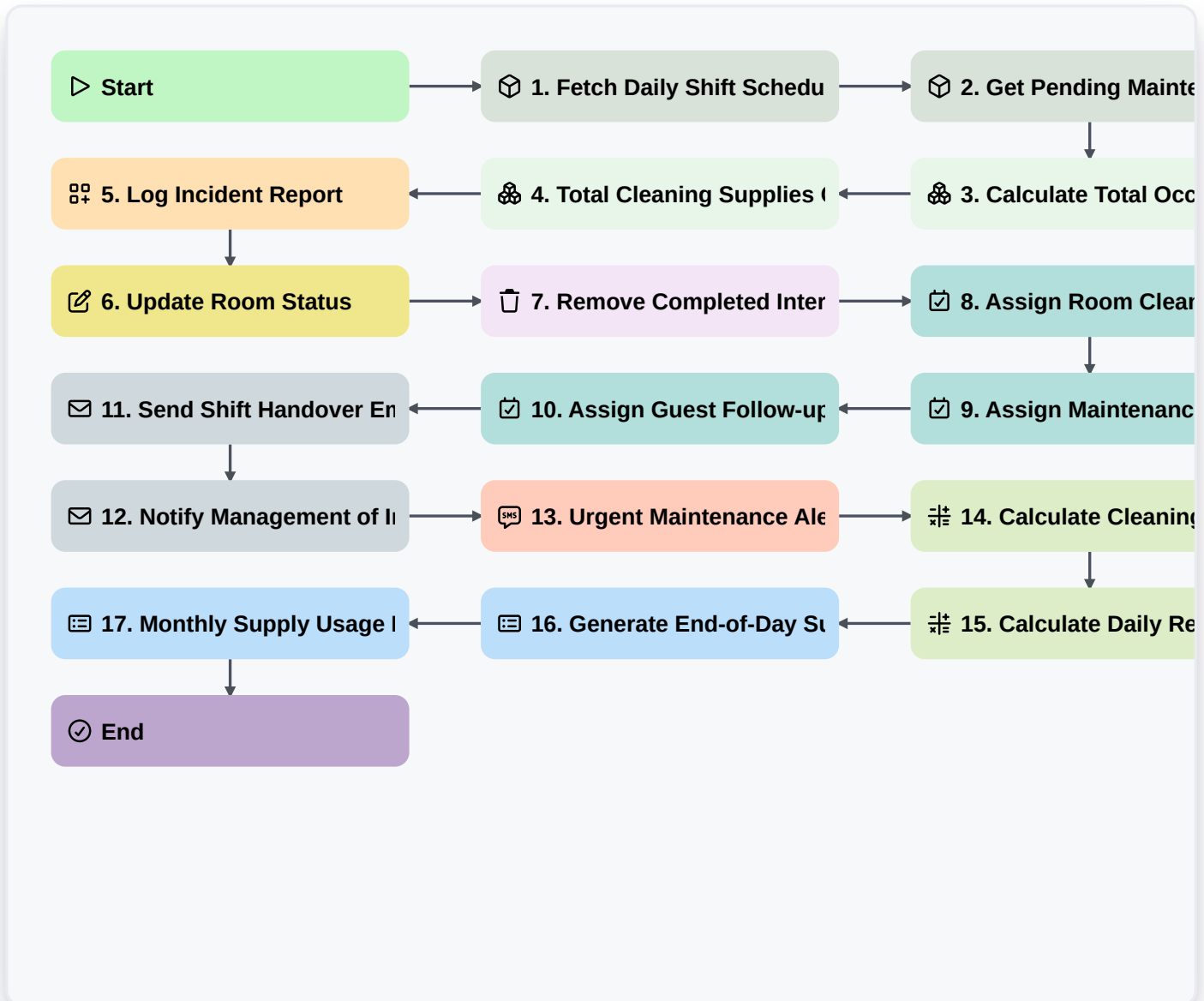


Hotel Departmental Communication And Task Management Workflow



▶ Start

Start of the Workflow/Process.

📦 1. Fetch Daily Shift Schedule

Retrieve the list of staff members currently on duty for the specific department.

📦 2. Get Pending Maintenance Requests

Fetch all unresolved maintenance entries from the facility data model.

🔗 3. Calculate Total Occupancy Rate

Sum the occupied rooms and divide by total available rooms to determine daily capacity.

🔗 4. Total Cleaning Supplies Cost

Aggregate the cost of all supply entries used during the last shift for budget tracking.

📧 5. Log Incident Report

Create a new entry in the Incident Data Model when a guest complaint or breakage is reported.



6. Update Room Status

Change the room status from 'Dirty' to 'Clean' in the Housekeeping Data Model.

7. Remove Completed Internal Memo

Delete expired or redundant communication entries from the departmental feed.

8. Assign Room Cleaning

Create a task for a Housekeeping staff member to clean a specific room number.

9. Assign Maintenance Repair

Create a task for the Engineering department to address a specific facility issue.

10. Assign Guest Follow-up

Create a task for the Front Desk manager to call a guest regarding a recent feedback entry.

11. Send Shift Handover Email

Send a summary of completed and pending tasks to the incoming shift supervisor.

12. Notify Management of Incident

Send an automated email to the General Manager when a high-priority incident is logged.

13. Urgent Maintenance Alert

Send an SMS to the On-Call Engineer for critical plumbing or electrical failures.

14. Calculate Cleaning Time Remaining

Subtract the elapsed time from the total allocated cleaning window for a room.

15. Calculate Daily Revenue Estimate

Multiply the number of occupied rooms by the average daily rate (ADR).

16. Generate End-of-Day Summary

Create a summary report of all completed tasks and incidents for the daily management review.

17. Monthly Supply Usage Report

Generate a report aggregating all supply consumption entries for inventory auditing.

End

End of the Workflow/Process.