C1- Front Desk Reference Guide

_____ **GM Signature**
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C-1- Front Desk Reference Guide

Point Value   15

A Front Desk Reference Guide should be available to all front desk agents and contain all policies and procedures followed by the Front Desk in their performance of normal daily hotel operations. The guide must include all items listed below:

To evaluate:

Ask to see front Desk Reference Guide.   Check for each individual item listed below

- *Check Cashing*
- *Walking a Guest*
- *Credit Card Acceptance*
- *No Party Policy*
- *Cash in Advance (This is for cash paying guests pre-paying their stay)*
- *Pet Policy*
- *Accepting Messages*
- *Accepting and Guaranteeing Reservations*
- *Billing No Shows*
- *Lock Out for Non Payment*
- *Safety Deposit Box Rental*
- *Key Control*
- *Answering The Phone*
- *Task Oriented Training Checklist*
- *Uniforms*
- *Handling Upset Guests*
- *Canceling Reservations*

Please note- a Hampton Inn Front Desk Reference Guide was sent out to all Hampton Inn properties last year.   These guides have several areas that need to be completed BY THE PROPERTIES upon receipt such as (but not limited to) Pet Policy, Key Control and Task Oriented Training Checklist.

Mark "NO" for ALL individual items if no Front Desk Reference Guide is present. Mark each individual item "NO" if each is not present or is obviously incomplete. 1 point will be deducted for each missing item up to 15 points.

Front Desk Reference Manual

M Mark

Front Desk Reference Manual:

Facilities Manager's Desk Reference Jane M. Wiggins,2020-12-14 A practical guide to the principle services of facilities management revised and updated The updated third edition of Facilities Manager s Desk Reference is an invaluable resource covering all the principal facility management FM services The author a noted facilities management expert provides the information needed to ensure compliance to current laws to deliver opportunities to adopt new ways of using built environments and to identify creative ways to reduce operational occupancy costs while maintaining appropriate and productive working environment standards The third edition is fully updated and written in an approachable and concise format It is comprehensive in scope the author covering both hard and soft facilities management issues Since the first edition was published it has become a first point of reference for busy facilities managers saving them time by providing access to the information needed to ensure the safe effective and efficient running of any facilities function This important book Has been fully updated reviewing the essential data covering the principal FM services Is highly practical ideal for the busy FM practitioner Presents information on legal compliance issues the development of strategic policies tactical best practices and much more Is a time saving resource that brings together essential useful and practical FM information in one handy volume Written for students and professional facilities managers Facilities Manager s Desk Reference is designed as a practical resource that offers FMs assistance in finding solutions to the myriad demands of the job **Data-stat Respiratory Therapy Desk Reference** Helen Schaar-Corning Rrt,Helen Schaar-corning,2007-09-01 This book is a fast accurate precise comprehensive guide for Respiratory Care Professionals Great for fast facts exam review Contains all the clinically relevant vital information found in much larger RT books This is the ultimate STAT reference manual for the desk or locker of RRT s CRT s *Labor Relations Reference Manual* ,1974 Vols 9 17 include decisions of the War Labor Board InfoWorld ,1986-07-21 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **National Library of Medicine Current Catalog** National Library of Medicine (U.S.),1993 **The Mental Health Desk Reference** Elizabeth Reynolds Welfel,R. Elliott Ingersoll,2004-01-05 A practical easy to use and comprehensive reference for mental health professionals The Mental Health Desk Reference is the ultimate guide to effective and responsible mental health practice It provides authoritative concise and up to date information from more than seventy experts regarding diagnosis treatment and ethics of practice Each entry summarizes key constructs and terminology associated with the topic major findings from research and specific recommendations on theory and practice Important topics covered include Adjustment disorders and life stress Diagnosis and treatment of adults Diagnosis and treatment of children Crisis intervention Diverse populations Group and family interventions Practice management Professional issues Ethical and legal issues Professional resources These detailed readable entries based on the most extensive and reliable research available form a comprehensive straightforward and

quick reference resource applicable to practitioners across every field in mental health The Mental Health Desk Reference is the single resource no mental health professional can afford to be without **Current Catalog** National Library of Medicine (U.S.),1993 First multi year cumulation covers six years 1965 70 **A Professional Guide to Room Division Operations** Manoj Kumar Yadav,2025-06-01 A Professional Guide to Room Division Operations is a training manual for the students and industry professionals in the room divisions of hospitality organizations The book is divided into two parts Part I is on Front Office Operations which discusses topics like FO organization revenue resources guest segmentation reservation tariff reception bell centre support centres call operations billing handling special situations guest cycles and so on The second part on housekeeping operations discusses topics on linen and uniform room operations organization of housekeeping cleaning and polishing public area cleaning area inspection in room services interior decoration laundry services pest control and waste disposal safety and security room selling techniques night auditing and so on With its wide coverage and approach to the subject the book will serve as a complete standalone resource for students front office hospitality and housekeeping professionals *Pet-Specific Care for the Veterinary Team* Lowell Ackerman,2021-03-23 A practical guide to identifying risks in veterinary patients and tailoring their care accordingly Pet specific care refers to a practice philosophy that seeks to proactively provide veterinary care to animals throughout their lives aiming to keep pets healthy and treat them effectively when disease occurs Pet Specific Care for the Veterinary Team offers a practical guide for putting the principles of pet specific care into action Using this approach the veterinary team will identify risks to an individual animal based on their particular circumstances and respond to these risks with a program of prevention early detection and treatment to improve health outcomes in pets and the satisfaction of their owners The book combines information on medicine and management presenting specific guidelines for appropriate medical interventions and material on how to improve the financial health of a veterinary practice in the process Comprehensive in scope and with expert contributors from around the world the book covers pet specific care prospects hereditary and non hereditary considerations customer service implications hospital and hospital team roles and practice management aspects of pet specific care It also reviews specific risk factors and explains how to use these factors to determine an action plan for veterinary care This important book Offers clinical guidance for accurately assessing risks for each patient Shows how to tailor veterinary care to address a patient s specific risk factors Emphasizes prevention early detection and treatment Improves treatment outcomes and provides solutions to keep pets healthy and well Written for veterinarians technicians and nurses managers and customer service representatives Pet Specific Care for the Veterinary Team offers a hands on guide to taking a veterinary practice to the next level of care The Professional Counselor's Desk Reference, Second Edition Mark A. Stebnicki,Irmo Marini,2015-08-21 This award winning bestselling reference for professional counselors and graduate students is extensively updated and expanded to encompass critical developments that are immediately relevant to the counseling professions including the 2014 American Counseling

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telecommunications industry telecommunication standards open system interconnect reference model multiple access techniques and network management The last part deliberates telecommunication applications that includes synchronous digital hierarchy asynchronous transfer mode integrated services digital network switching systems centrex and call management This publication is intended for practicing engineers and as a supplementary text for undergraduate courses in telecommunications **Hotel Monthly** ,1916 *Front Office* P. Abbott,S. Lewry,2010-02-17 Designed for all students of hospitality and tourism management the second edition of this best selling text gives a modern approach to front office operations and management using realistic scenarios set in the hotel environment Key features of this essential text user friendly style of writing and accessible page layout enables students to use it as a reference book as well as a textbook updated in the light of recent developments such as global distribution systems and the internet greater focus on increasing yield and expansion of vital management aspects such as staffing and equipment additional extended practical exercise material Front Office reflects the importance of different features of the receptionist s work and is divided into four main sections Procedural aspects Dealing with people Increasing yield Management aspects Front Office is ideal for GNVQ BTEC students those taking the professional exams of the HCIMA and for undergraduates and postgraduates studying hospitality and tourism management and all relevant executive courses **Quicken All-in-One Desk Reference For Dummies** Gail A. Perry,2006-04-04 Quicken is the 1 personal finance software on the market with greater than 70 percent retail market share and 16 million active users This book features eight minibooks comprising nearly 750 pages all the information people need to get the most out of the latest Quicken release get their finances under control start building a nest egg and pay less to the IRS The only book on the market to include coverage on Quicken Premier Home Business Minibook topics include personal finance basics an introduction to Quicken household finances planning ahead and saving tracking investments retirement planning taxes and managing small business finances Quicken books are consistent top sellers with more than 900 000 copies of Quicken For Dummies sold in all in all editions **Resources in Education** ,1994 *The Cumulative Book Index* ,1908 A world list of books in the English language IRS Published Product Catalog United States. Internal Revenue Service,1997 *IRS Printed Product Catalog* United States. Internal Revenue Service,1999 **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office,1978 **Department of Transportation and Related Agencies Appropriations for 1991: Department of Transportation: Federal Highway Administration** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Transportation and Related Agencies Appropriations,1990

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