No. 08

Housekeeping Productivity Toolkit

Measure housekeeping productivity fairly with room credits, keep inspection quality right beside it, and coach each attendant on the right thing.

Built for: Executive housekeepers, rooms division managers and hotel general managers.

What is included

File	Format	Use
Housekeeping-Productivity-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
Housekeeping-Productivity-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
Housekeeping-Productivity-Toolkit.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
housekeeping-productivity-toolkit-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **Housekeeping-Productivity-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Housekeeping-Productivity-Toolkit.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

Operating routine

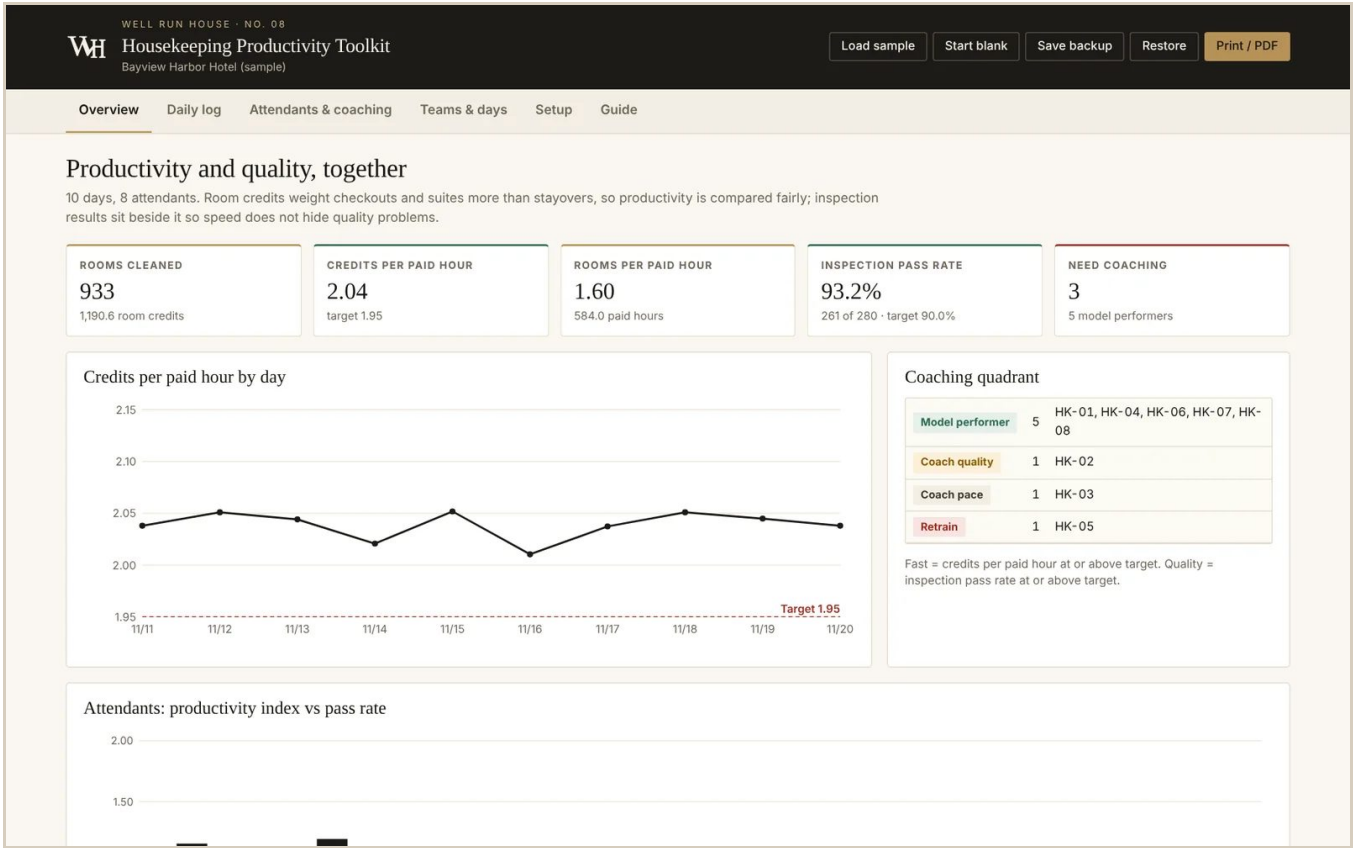
1. **Segment room types** and set credits per type in Setup.
2. **Enter paid hours** and rooms by type for each attendant every day.
3. **Inspect representative rooms** for every attendant and record failures.
4. **Coach quality and productivity together** using the quadrant.
5. Log each coaching conversation and recheck after one to two weeks.

Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

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Housekeeping Productivity Toolkit

Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Productivity and quality

	A	B	C	D	E	F	G	H	I
1	Dashboard								
2	*All values are formulas.*								
3					Date	Credits	Paid hours	Credits per hour	Pass rate
4	Rooms cleaned	933			2026-11-11	118.2	58.0	2.04	89%
5	Room credits	1,190.6			2026-11-12	121.0	59.0	2.05	96%
6	Paid hours	584.0			2026-11-13	120.6	59.0	2.04	96%
7	Rooms per paid hour	1.60			2026-11-14	117.2	58.0	2.02	89%
8	Credits per paid hour	2.04			2026-11-15	119.0	58.0	2.05	93%
9	Rooms inspected	280			2026-11-16	116.6	58.0	2.01	96%
10	Failed inspection	19			2026-11-17	120.2	59.0	2.04	86%
11	Inspection pass rate	93.2%			2026-11-18	121.0	59.0	2.05	93%
12	Model performers	5			2026-11-19	118.6	58.0	2.04	100%
13	Coach quality	1			2026-11-20	118.2	58.0	2.04	93%
14	Coach pace	1							
15	Retrain	1							

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