

2011 Annual Calendar

January

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

New Year's Day
Epiphany
Martin Luther King, Jr. Day

Sa-1
Th-6
M-17

Groundhog Day
Super Bowl XLV
Lincoln's Birthday
Valentine's Day
President's Day
Washington's Birthday

W-2
Su-6
Sa-12
M-14
M-21
Tu-22

Mardi Gras (Shrove Tuesday)
Ash Wednesday
Commonwealth Day (Canada)
St. Patrick's Day
Spring Begins

Tu-8
W-9
M-14
Th-17
Su-20

February

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April Fools' Day
Tax Day
Palm Sunday
Passover Begins
Good Friday
Easter Sunday
Administrative Professionals Day

F-1
F-15
Su-17
Tu-19
F-22
Su-24
W-27

Cinco de Mayo
Mother's Day
Armed Forces Day
Victoria Day (Canada)
Memorial Day (observed)

Th-5
Su-8
Sa-12
M-23
M-30

Children's Day
Whit Sunday (Pentecost)
Flag Day
Trinity Sunday
Father's Day
Summer Begins

Su-12
Su-12
Tu-14
Su-19
Su-19
Tu-21

May

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Canada Day
Independence Day

F-1
M-4

August

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Local schools and colleges begin this month. Watch for turnover. Plan for September labor and staffing changes.

September

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Labor Day
Grandparents' Day
Independence Day (Mexico)
Autumn Begins
Rosh Hashanah Begins

M-5
Su-11
F-16
F-23
Th-29

October

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Yom Kippur
Columbus Day (observed)
Thanksgiving Day (Canada)
National Boss Day
Halloween

Sa-8
M-10
M-10
Su-16
M-31

General Election Day
Veterans Day
Remembrance Day (Canada)
Thanksgiving Day
Biggest Retail Shopping Day
Advent Begins

Tu-8
F-11
F-11
Th-24
F-25
Su-27

Hanukkah Begins
Winter Begins
Christmas Eve
Christmas Day
2nd Biggest Retail Shopping Day
Boxing Day (Canada)
Kwanzaa Begins
New Year's Eve

W-21
W-21
Sa-24
Su-25
M-26
M-26
M-26
Sa-31

November

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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4550 S. Windermere St. • Englewood, CO 80110
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KEY:

○ = Holidays
□ = Days that may affect your business



How to use the Room Attendant's Book

Cómo usar el libro de las labores de aseo

Friday, April 1, 2011
1 viernes, abril, 2011

Rate your day/*Califique su día*

Name/*Nombre:* _____



Satisfying

Great

Satisfying

Great

Satisfying

Great

Satisfying

Great

Room # Stay over/Checkout
Cuarto # Se quedan/Ya salieron

Special Cleaning
Limpieza especial

Damage??
¿Hay daños??

These are the rooms that
are assigned to you.
*Éstos son los cuartos que se
le asignaron.*

List anything that needs
to be deep cleaned or
prepared.
*Anote cualquier cosa que
necesita limpieza profunda o
que tiene que prepararse.*

Was the room
damaged? Yes or No.
*¿Estaba dañado el cuarto?
Sí o No.*

Notate whether the
guests are staying over
or checked out.
*Anote si los huéspedes se
quedan o ya salieron y
dejaron el cuarto.*

Miscellaneous (Lost and Found, Comments):
Varios (cosas perdidas, comentarios):

All other comments
should be listed here.
*Cualquier otro comentario se
debe anotar aquí.*

Make sure all public access areas are clean and well maintained.
Asegúrese de que todas las áreas de acceso público estén limpias y en buen estado.

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