FlowMitra

FLOWMITRA FOR

Hotels & guest houses

Rooms ready, repairs closed, stores in order.

THE EVERYDAY PROBLEM

Rooms are cleaned but not checked, maintenance requests are passed on by word of mouth, and the owner hears about problems from guests.

EXAMPLE FLOW — ROOM READY (JOB = ROOM NUMBER)

Room cleaned (photo) → **Supervisor check (approve / reject)** →

Front desk informed — room ready

EXAMPLE DAILY CHECKLISTS

- Morning lobby and reception check — daily, by 8 am
- Night closing check — daily, by 11 pm
- Linen count — weekly
- Fire-extinguisher check — monthly

WHAT CHANGES

A room is not “ready” until the supervisor approves it. Also: maintenance complaint → technician → photo of the fix → closed, and kitchen / store inward with photo proof. Housekeepers and technicians get a fair score.

Good to know: Shift work today: use a separate checklist per shift. Full shift rosters are not part of the app yet — we are learning from hotel owners what they need.

Every step has a photo
Nothing is marked done without proof.

WhatsApp alerts
New work, one overdue alert, morning and evening summary.

Fair staff scores
Lateness counts only working time.

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