

|                            |                              |                                   |                                 |                               |
|----------------------------|------------------------------|-----------------------------------|---------------------------------|-------------------------------|
| <b>B</b>                   | <b>I</b>                     | <b>N</b>                          | <b>G</b>                        | <b>O</b>                      |
| Room key doesn't work      | Book a future date for guest | Extend stay for guest             | Locate a package for a guest    | Guest needs valet/bell asst   |
| Credit card declines       | Replace room key for guest   | Guest requests sheets for pullout | Bring out rain equipment        | Guest requests upgrade        |
| Provide guest a campus map | Send a call to reservations  | <b>FREE</b>                       | Check in a guest                | Guest asks where restroom is  |
| Guest comes to wrong hotel | Lost & Found Inquiry         | Guest has TV problem              | Guest asks about Executive Club | Guest requests late checkout  |
| Fill information table     | Code 20                      | Guest requests toothbrush         | Talk Duke sports with a guest   | Credit card machine goes down |

|                                 |                               |                              |                               |                                   |
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