Wake-Up Call Log

Day & Date: _____

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Wake-up call time	Room Number	Guest Name	Request taken by	Wake-up call placed by	Follow-up call?
6:45am	123	Mr. Smith	A.J.T.	P.M.J.	No

All Wake-Up Call Logs must be retained for 60 days before shredding. Reminder: All wake-up calls must be confirmed by verbal confirmation from guest. If in doubt, place a follow-up call or send a staff member to the guestroom for any unanswered calls.