**Wake-Up Call Log**

Day & Date:

Page: of

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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* |
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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.