

# TOOLS OF ROOM AVAILABILITY

- Advance Letting Chart
- Density Control Chart
- Room Status Board
- Wall Chart

# ADVANCE LETTING CHART

- This is a chart maintained on a monthly basis .It is also known as conventional booking chart.
- It has 31 columns in which the dates are mentioned horizontally and the rooms no and types are mentioned vertically.

# ADVANCE LETTING CHART

- Each reservation is completed by showing arrow with the name and guest written on the line and group reservation are shown by boxes.

# DENSITY CONTROL CHART

- This chart is used in large hotels .
- In this chart various categories or the types of the guestrooms available in the hotel are grouped separately and are displayed on the chart .
- It works on the principle that each reservation reduces the availability and each cancellation increases the availability.

# DENSITY CONTROL CHART

- The dates are arranged horizontally and rooms with the type and number are arranged vertically in descending order
- Strokes are put in the boxes against each of the rooms which denotes the reservation of the guest.

# DENSITY CONTROL SYSTEM

CAN EASILY DETERMINE THE ROOM AVAILABILITY BY THE TYPE AND NUMBER OF EACH TYPE BY THIS CHART. HERE ALL THE ROOMS OF THE SAME TYPE ARE GROUPED TOGETHER IRRESPECTIVE OF THEIR LOCATION IN THE BUILDING AND ARE PUT ON ONE CHART. EG- IF THE HOTEL HAS 100 T/W BEDED ROOMS. THEN ALL WILL BE SHOWN ONE CHART AND SIMILARLY THE OTHER CATEGORY ROOMS WILL BE SHOWN ON ANOTHER CHART.

## DENSITY CHART

**T/W BEDED ROOM**

**HERITAGE INN**

**MAY 2008**

ROOM	NO OF	1	2	3	4	5	6	7	8
		.....							
10									
9									
8									
7									
6									
5									
4									
3									
2									

# ROOM STATUS BOARD

- This is a chart which shows the rooms booking position for one year.
- The status of the rooms are shown under 3 categories: Sold out, On request, Free sale.
- Sold out: No rooms available
- On request: Wait Listed
- Free sale: Rooms available

# WALL CHART

- Used in small hotels.
- It works same as room status board.
- It consists of columns room number, rates, dates of the month, codes of rooms .
- This chart displays the status of the room.
- This helps in avoiding conditions of duplication and confusions.



# GUEST CYCLE

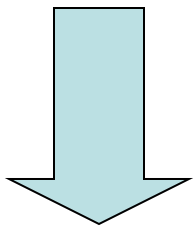
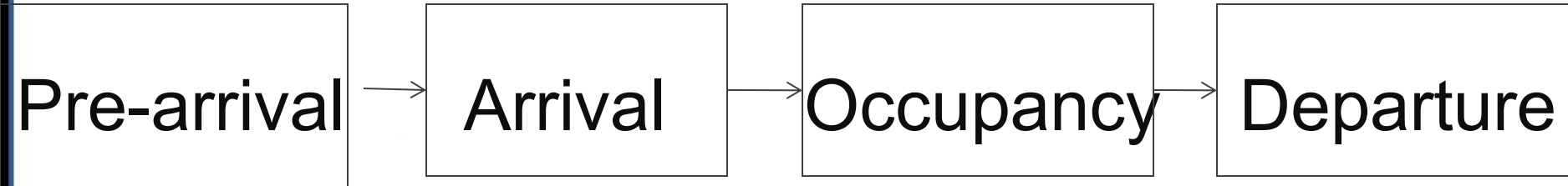
➤ Pre-Arrival

➤ Arrival

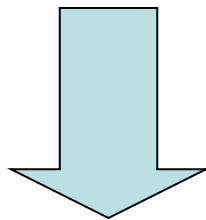
➤ Stay

➤ Departure

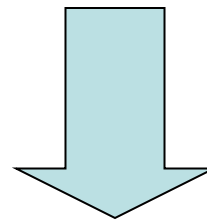
# GUEST CYCLE



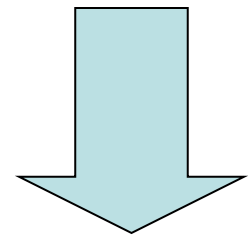
Reservation



Registration

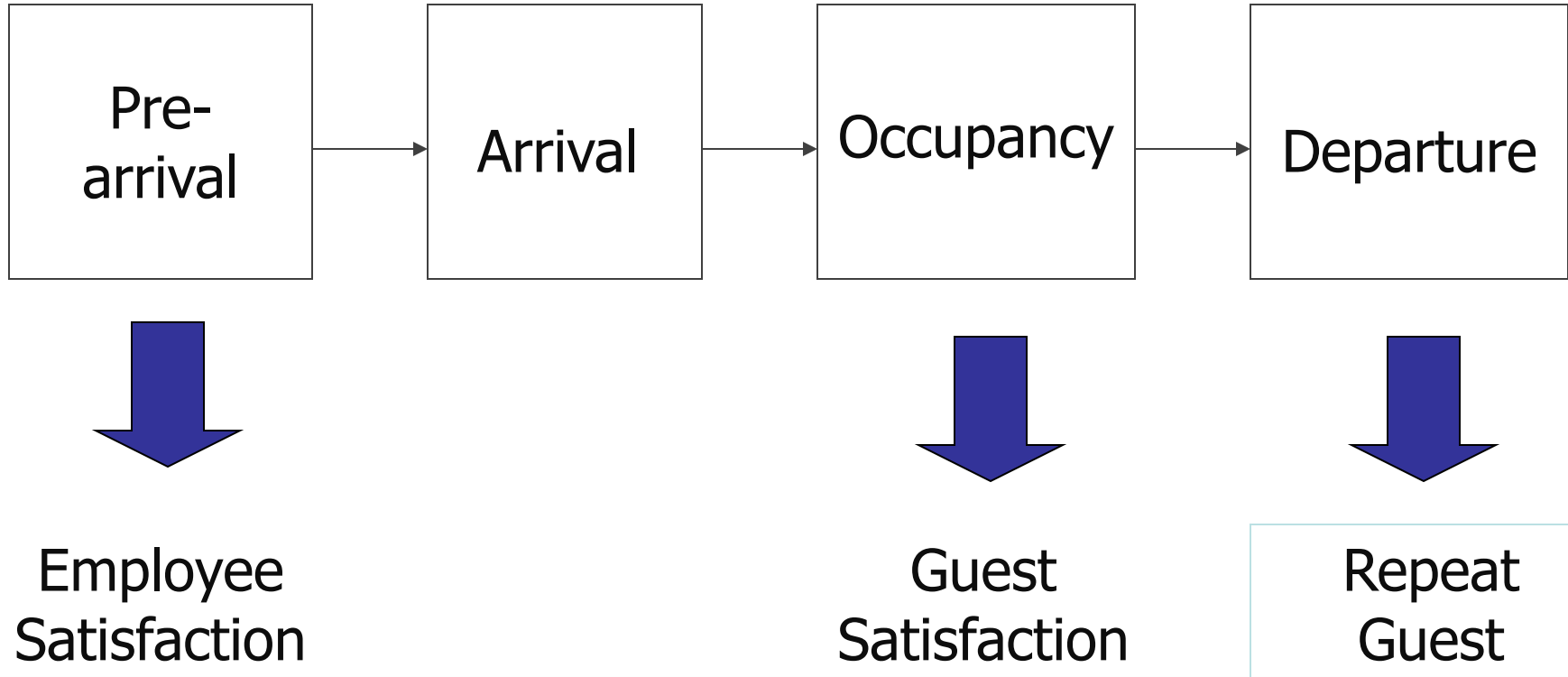


Occupancy Service



Check Out  
and  
History

# GUEST SATISFACTION CYCLE



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