

# Complaints Log

Name of Individual Lodging Complaint	Date of Complaint	Complaint	Complaint Received By	Staff / Supervisor Responding	Action Taken	Was the Complaint Resolved?	Next Steps or Additional Comments
						<input type="checkbox"/> Yes  <input type="checkbox"/> No – Move to grievance status	
						<input type="checkbox"/> Yes  <input type="checkbox"/> No – Move to grievance status	
						<input type="checkbox"/> Yes  <input type="checkbox"/> No – Move to grievance status	
						<input type="checkbox"/> Yes  <input type="checkbox"/> No – Move to grievance status	
						<input type="checkbox"/> Yes  <input type="checkbox"/> No – Move to grievance status	