

The 3-Minute Guide to Obligation Tracking

BREAKING DOWN SIXTY RENEWAL DATES
IN LESS TIME THAN IT TAKES
TO WALK THE LOBBY





The Clocks

SIXTY DATES, FIFTEEN HEADS

Portfolio breakdown: One property is not hard to run. A capable manager holds health, fire, elevator and pool in their head, and for one building that works. Fifteen is a different job:

1

PER PROPERTY

Each building has its own authorities, its own inspectors and its own history of when things were last signed.

2

PER AUTHORITY

Health, fire, elevator and pool renew on separate cycles — before licences, and before anything brand-specific.

3

PER CLOCK

Fifteen properties times four obligations is sixty renewal dates, currently held across fifteen separate heads.

The Big Fix difference: The board counts days remaining rather than printing dates, so exposure across the whole portfolio reads at a glance.

1





The Lapse

HOW A CERTIFICATE EXPIRES QUIETLY

Lapse breakdown: The failure is never that nobody cared. It is that nobody was holding all fifteen calendars at once. Three ways it happens:

1

THE HANDOVER

Between managers, the dates that lived in somebody's head leave the building with them.

2

THE QUIET ONE

A pool certificate on a seasonal property has no daily reminder that it exists — until the season opens.

3

THREE STATES

Renewal periods and notice requirements differ by state and municipality. There is no single calendar to inherit.

What it costs: A certificate that expires unnoticed, and an outside party who finds it before the operator does.





The Board

NINETY DAYS OF WARNING

Workflow breakdown: The board renews nothing on your behalf. It changes how much warning you get, and who is accountable:

1

IT READS

Health, fire, elevator and pool records are public. The board reads them rather than asking a manager to remember.

2

IT NAMES

Every obligation carries an owner, assigned before a lapse rather than argued after one.

3

IT STOPS

It prints what is due. A named person initials it, and that part stays theirs.

The outcome: Zero days of warning becomes ninety — fifteen properties at once.

3





The Gate

THE SEQUENCE, IN FULL

Gate breakdown: Every step is named, and the last one is a person. This is the whole chain, in order — there is no step after the signature and no way to skip to it:

1

IT READS

The public record per property — health, fire, elevator, pool — plus whatever certificates you already hold.

2

IT COUNTS

Days remaining on every obligation rather than printing dates, so exposure reads without arithmetic.

3

IT PRINTS

The board: every property, every clock, and a named owner beside each item.

4

A PERSON INITIALS

Nothing renews, files or schedules itself. The board prepares the decision; a named person makes it.

The rule: Nothing sends, files or closes itself. The workflow prepares the decision; a named person makes it.

4





When It Is Wrong

BECAUSE SOMETIMES IT WILL BE

Failure breakdown: Every workflow is wrong sometimes. What matters is whether it tells you, and whether it can act on its own while it is wrong. Ours is built so the answer to the second is no:

1

IF A RECORD IS UNAVAILABLE

The obligation shows as UNCONFIRMED. A registry that refuses the request is logged as refused, not quietly skipped.

2

IF A DATE IS DISPUTED

Both the record's date and yours appear, flagged, for a person to reconcile.

3

IF IT IS SIMPLY WRONG

It surfaces at the weekly review with ninety days of runway — which is the entire point of ninety days.

4

WHAT IT CANNOT DO

Renew a licence, book an inspection, contact an authority, or sign anything.

Why this page exists: We could not find a competitor in this trade publishing a failure path. We would rather print ours than have you discover it.

5

Thanks for reading.

THE WORKFLOW FILM, THE SPEC SHEET AND THIS GUIDE ALL PRINT FROM ONE BRIEF.

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The audit is free, and it produces this guide again for your shop — your records, your obligations, and the one thing worth fixing first.

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