



A DEADLINE TRACKING WORKFLOW

WF-07

The Due Board

Every date that can close a pool or cost a licence, for all fifteen hotels, on one page.

FIG. 1 — THE WORKFLOW

TODAY VS WITH THE FIX

TODAY

fifteen properties, three states, one spreadsheet, one person's memory

+-----+

| [1] THE PUBLIC RECORD |-->| [2] ONE REGISTER |

| read per property | | date x source |

+-----+

x a source that won't load v

'-> prints NOT READ

with the last read

+-----+

| [3] THE CLOCK |

| 30 / 60 / 90 |

+-----+

v

+-----+

| [4] NOT SEARCHABLE |

| a letter, drafted |

+-----+

v

#####

[!] THE GATE

a person initials

every property card

#####

nothing prints CLEAR on a source that did not load

WHAT CHANGES

- ◆ The compliance calendar stops being a person and starts being a page.
- ◆ A property manager updates the board with a photograph of the certificate wall — no portal, no login.
- ◆ The things nobody can see are named as unseen, instead of looking like passes.
- ◆ Where the state will not let anyone search, a signed request letter goes out instead of an assumption.
- ◆ The next operations director inherits the board, not the memory.

ONE AUDIT · ONE FIX · ONE MR. WILSON PER SHOP

MODEL NO.	THE ARTIFACT	CADENCE	AUDIT	BIG FIX	TUNE-UP
WF-07	THE PORTFOLIO PAGE	per episode	\$100	\$500	\$150/mo

PART FITTED

The read-and-match is the garage's core shape. What varies is which state publishes what — Maine's inspection portal is the strongest per-property source in the region, while three New Hampshire records are request-only, which is why the board drafts a letter instead of pretending to search.

The \$100 audit credits toward the fix. A price before anything starts.

ADDITIONAL INFO

BEFORE & AFTER

THE STACK

THE PAIN

what we found, and where

A lean corporate office holds fifteen properties across three states and three brands, and every obligation runs on its own clock, per property, per town. New Hampshire wants a pool registration and an annual self-certification for each facility, with a certified operator on site every week. Liquor is a state matter in one state and a town matter in the next. Health inspection is municipal. Fire inspection is per building. Room tax is monthly, at a rate the town votes on. There is no place in the company where all of that appears at once, so the failure is never a fine on a spreadsheet. It is a Friday. A pool roped off on a holiday weekend, because a certificate expired while the job that watched it was open.

THE ARTIFACT

what you actually get

THE PORTFOLIO PAGE, one line per hotel: due in thirty, due in sixty, past due, unconfirmed. Behind it one property card per hotel — every obligation, its date, the source that date came from, and the day that source was last read.

***The promise:** Nothing ever prints CLEAR on a source that did not load. It prints NOT READ, with the date of the last good read. Anything the public record cannot answer prints NOT PUBLICLY SEARCHABLE, with a request letter attached — never a guess, and never a blank.*

THE HUMAN GATE

where it stops and asks

The operations director initials each property card every month. Nothing renews, files, pays or submits — the board prints the packet and names the person who signs it.

What that feels like: The Sunday-night scroll through fifteen email folders stops, and the first Monday of the month becomes a fifteen-minute read.

BEFORE & AFTER

step by step, keyed to Fig. 1

TODAY AT THEIR DESK	AFTER THE FIX
[1] The only complete picture of what is due lives in two people’s heads, and it is accurate the week somebody rebuilt it.	One page per month, one card per hotel, every date carrying the source it came from and the day that source was read.

THE STACK

what does the work

State and town inspection records, read per property

The entity filings behind each hotel, across three states

The dates that only exist at the property

One portfolio page and fifteen property cards, monthly

a photograph of the certificate wall is enough

INTEGRATIONS & DELIVERY

what it touches

the public state and town records · a photograph of your own certificate wall · a printer

SPECIFICATIONS

- The compliance calendar stops being a person and starts being a page.
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- The things nobody can see are named as unseen, instead of looking like passes.
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AVAILABILITY

PART FITTED

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WHO IT’S FOR

Regional director of operations — whoever owns the compliance calendar

ALSO SEE

and...

The reconciliation page — every fee calculated off their revenue, recalculated off their revenue, which is the artifact that carries a dollar figure every month.

ORIGIN

Built from Prospect Run #5, the New England multi-property hotel trade dive (2026-08-16), slate concept #1 and the featured build.

Start with the audit.

One pass through how these papers actually move in your office. A price before anything starts, and the \$100 comes off the fix.

bryan@mrwilson.tech · mrwilson.tech