# Hospitality Checklist

A low-pressure guide to getting your space ready for guests.





# hospitality checklist

I DO NOT EXIST TO SERVE MY SPACE

#### 1. what spaces will your guests see?



Concentrating on only the spaces your guests will use makes the task of preparing for guests less daunting.

#### 2. tidy

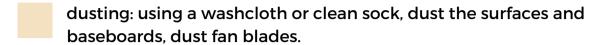
In every room your guests will see, do the 5 categories. It's easiest to do each category once over all the spaces.

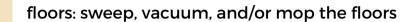


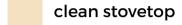


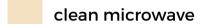
### 3. cleaning

#### kitchen



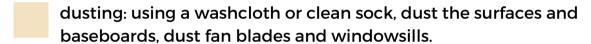








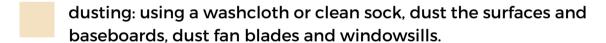
#### bedrooms







#### bathrooms





#### clean toilet



#### common areas

- dusting: using a washcloth or clean sock, dust the surfaces and baseboards, dust fan blades and windowsills.
- floors: sweep, vacuum, and/mop the floors
- furniture: vacuum pet hair off of couches & chairs



#### 4. extra touches

These are examples of "extra touches" that help make guests feel welcome and comfortable. The added bonus is people don't tend to notice a dust bunny or two when they are too busy being impressed by the thoughtfulness of travel toiletries and water carafes.

# bedroom water carafe on bedside night light or bedside light suitcase bench extra phone charger bathrooms extra toilet paper visible to guest basket of travel toiletries clean towels & decorative soap blowdryer hand towels

#### common areas

accessible snack/fruit basket
accessible water bottles or carafe
throw blanket
coffee items and cups out and accessible to guests



# hospitality schedule

EXAMPLE SCHEDULE

## 7 days out

Tidy guest bedroom & bathrooms

Purchase extras

# 6 days out

Tidy guest rooms and bathrooms

# 5 days out

Clean guest room & bathrooms

Bedroom & bathroom extras

# 4 days out

Tidy common areas

# 3 days out

Clean common areas

# 2 days out

Grocery shopping

Outdoor sweep

## 1 day out

Final tidy

Ktichen clean

# day of

Common area extras



# hospitality schedule

EXAMPLE SCHEDULE

7 days out

6 days out

5 days out

4 days out

3 days out

2 days out

1 day out

day of

