

Hospitality Checklist

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



KC DAVIS struggle care

hospitality checklist

I DO NOT EXIST TO SERVE MY SPACE

1. what spaces will your guests see?

- | | | | |
|----------------------------------|---------------------------------|-----------------------------------|--------------------------|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Living | <input type="checkbox"/> Bathroom | <input type="checkbox"/> |
| <input type="checkbox"/> Bedroom | <input type="checkbox"/> Dining | <input type="checkbox"/> | <input type="checkbox"/> |

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.




- | | |
|--|---|
| <input type="checkbox"/> throw away trash | <input type="checkbox"/> things that do not have a place: |
| <input type="checkbox"/> put laundry in basket | <input type="checkbox"/> find a place |
| <input type="checkbox"/> take dishes to the kitchen | -OR- |
| <input type="checkbox"/> put things that have a place back | <input type="checkbox"/> put in an area your guests won't see |

3. cleaning





kitchen

-  dusting: using a washcloth or clean sock, dust the surfaces and baseboards, dust fan blades.
-  floors: sweep, vacuum, and/or mop the floors
-  clean stovetop
-  clean microwave
-  wipe down cabinets and countertops




bedrooms

-  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: change bedsheets

bathrooms

-  dusting: using a washcloth or clean sock, dust the surfaces and baseboards, dust fan blades and windowsills.
-  floors: sweep, vacuum, and/mop the floors
-  clean toilet
-  clean tub/shower

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
- Kitchen 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

