

Standard Guest Room Preparation List

1. Entrance

- Check for cleanliness of door, handle, & locks
- Ensure room number signage is visible
- Inspect doorbell (if applicable)

2. Bedroom Area

- Make the bed with fresh linens
- Arrange pillows and bedding neatly
- Dust and wipe all surfaces (tables, headboards, lamps)
- Check and clean mirrors & glass surfaces
- Vacuum or sweep floor and carpets
- Set up amenities (water, notepad, pen, etc.)
- Ensure all electronics and lights work

3. Bathroom

- Clean toilet, shower, sink, and floor
- Replace towels and bath mats
- Replenish toiletries (soap, shampoo, toilet paper, etc.)
- Check plumbing for leaks or malfunctions
- Empty and clean waste bin
- Ensure mirrors and fixtures are spotless

4. Closet & Storage

- Check for hangers and extra bedding
- Ensure safe is functional (if applicable)
- Clean closet shelves and drawers

5. Final Touches

- Verify room temperature and air conditioning
- Check all lights, TV, and remote controls
- Remove any maintenance issues
- Spray air freshener (if needed)
- Do a final inspection before leaving