

Turn-Down Service Checklist

Resort Suites

Suite Details

Suite Number:

Attendant Name:

Date:

Time:

Checklist

Task	Done	Comments
Open curtains and check lighting		
Adjust room temperature if needed		
Empty trash bins		
Remove used towels and replenish fresh towels		
Turn down bed linen and set decorative pillow aside		
Place slippers and bathrobe near bed		
Refill water and glass on bedside table		
Leave turndown amenity (chocolate, refreshment, etc.)		
Bathroom checked (toiletries restocked, surfaces clean)		
Check minibar / in-room amenities		
General tidy-up (vacuum, organize desk/sofa, etc.)		
Ensure "Do Not Disturb" / door sign in correct place		

Signature

Attendant Signature:

Supervisor Signature: