

Bed and Breakfast Exit Checklist

Guest Name

Room Number

Checkout Date

Room & Facility

- ☐ All personal items removed
- ☐ Beds stripped
- ☐ Towels collected
- ☐ Trash emptied
- ☐ Windows closed
- ☐ Lights switched off
- ☐ Bathroom tidy
- ☐ Keys returned

Kitchen/Common Area

- ☐ Dishes washed/put away
- ☐ Food removed
- ☐ Appliances switched off

Final Notes / Comments

Add any notes or comments...