

# Hotel Guest Departure Checklist

**Guest Name:**

**Room Number:**

**Departure Date:**

## Departure Tasks

- ☐ Confirm guest departure time
- ☐ Return of room keys/key cards
- ☐ Check minibar consumption
- ☐ Settle outstanding bills
- ☐ Collect guest feedback/form
- ☐ Arrange transportation (if required)
- ☐ Assist with luggage
- ☐ Thank guest and wish safe travels

## Room Inspection Checklist

- ☐ Check for forgotten items
- ☐ Inspect bathroom amenities
- ☐ Confirm all appliances switched off
- ☐ Report any damages/maintenance needs
- ☐ Collect used towels and linens

## Notes

## Staff Signature

**Name:**

**Date:**