

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: