

Resort Guest Departure Task List

1. In-Room Tasks

- Collect all used towels and linens
 - Check for forgotten personal items
 - Empty trash bins
 - Ensure all lights, electronics, and air-conditioning are turned off
 - Report any damages or maintenance needs
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2. Check-out at Reception

- Verify minibar and in-room charges
 - Settle any outstanding payments
 - Return room keys and access cards
 - Collect guest feedback forms
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3. Guest Assistance

- Arrange luggage pick-up service
 - Confirm transport or airport transfer if requested
 - Offer concierge services for onward travel
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4. Final Walkthrough

- Perform final room inspection
- Reset room amenities for next guest
- Update housekeeping and guest records