

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

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

3. Guest Assistance

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

4. Final Walkthrough

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