

GUEST ROOM REFRESHMENT

ROOM NO: _____ DATE: _____ ATTENDANT: _____

DONE	REFRESHMENT TASK	NOTES / STANDARDS
	Water Carafe	Sanitize glass, fill with fresh filtered water
	Coffee Station	Restock pods, sugar, and stirrers
	Tea Selection	Ensure 4 varieties are present
	Mini Fridge Check	Verify temperature and restock sodas
	Fresh Fruit Bowl	Replace with seasonal selection
	Salty/Sweet Trays	Check expiration dates on packaged snacks
	Glassware Polish	Spot check for fingerprints
	Ice Bucket	Empty, dry, and provide fresh liner