

GUEST ROOM PREPARATION

Guest Name: _____

Arrival Date: _____

BEDDING & COMFORT

Fresh linens & duvet

Extra blankets in closet

Firm & soft pillow options

Bedside lamp check

CONNECTIVITY

WiFi Name/Password card

Phone charging cable

Universal power strip

BATH & TOILETRIES

Fresh towel set (3)

Travel-size shampoo/soap

New toothbrush/toothpaste

Hair dryer accessible

REFRESHMENTS

Bottled water/Carafe

Small snacks/Fruits

Glassware

ROOM AMBIANCE & MAINTENANCE

Dust all surfaces

Vacuum floor/rugs

Clear closet hangers

Trash bin emptied

SPECIAL NOTES