

Hotel Turnover Checklist

General Information

- Hotel Name: [Insert Name]
- Location: [Insert Location]
- Handover Date: [Insert Date]

Guest Rooms

- Check room conditions (furniture, appliances, etc.).
- Restock amenities (toiletries, linens, etc.).
- Verify electronic systems (TVs, Wi-Fi, etc.).

Common Areas

- Clean and prepare lobbies, lounges, and dining areas.
- Check functionality of elevators and lighting.
- Ensure HVAC and plumbing systems are operational.

Back of House

- Kitchen and laundry equipment inspected.
- Staff areas cleaned and stocked.
- Emergency exits and safety equipment verified.

Documents

- Employee schedules handed over.
- Inventory list updated.
- Maintenance schedule provided.

Signatures

Outgoing Manager: _____ Date: _____
Incoming Manager: _____ Date: _____