### horizontal line**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:** \_\_\_\_\_\_\_\_\_\_\_