
Hotel Turnover Checklist

1. General Information

- Name of the departing manager:
- Name of the incoming manager:
- Date of turnover:
- Hotel location:

2. Property & Facilities Inspection

- **Rooms & Accommodation**
 - Ensure all rooms are clean, stocked, and ready for guests
 - Check for maintenance issues such as damaged furniture, lights, and plumbing
- **Public Areas**
 - Inspect lobby, hallways, dining areas, and restrooms for cleanliness and readiness
 - Ensure signage, lighting, and air conditioning are working

3. Equipment & Inventory

- **Kitchen & Restaurant**
 - Check restaurant equipment, including ovens, refrigerators, and dishwashers
 - Ensure kitchen inventory is stocked
- **Guest Amenities**
 - Ensure that toiletries, towels, linens, and other amenities are adequately stocked

- Verify the condition of all in-room appliances (TV, minibar, etc.)

4. Staff & Guest Information

- **Staff Handover**

- Ensure a smooth handover of shift schedules, tasks, and responsibilities
- Communicate any guest-specific requests, issues, or preferences

- **Guest Check-ins/Check-outs**

- Review guest bookings and ensure all check-ins and check-outs are noted
- Address any guest complaints or concerns before turnover

5. Financials & Reports

- **Financial Handover**

- Review daily sales reports, cash flow, and billing records
- Ensure all financial transactions are up to date and properly recorded

6. Sign-off

- **Signature of Departing Manager:**
- **Signature of Incoming Manager:**
- **Date:**