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# 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:**