### horizontal line**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**: