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HOTEL STAY CHECKLIST

HOTEL	ROOM	DATES	FRONT DESK PHONE

AT CHECK-IN

- ❑ Rate and total match the booking
- ❑ Any deposit or card hold amount
- ❑ Resort / city fees explained
- ❑ Breakfast times and what is included
- ❑ Wi-Fi name and password
- ❑ Check-out time; late check-out possible?
- ❑ Loyalty number added

IN THE ROOM

- ❑ Fire exits found on the way
- ❑ Door locks and safe work
- ❑ Bed, bathroom and towels clean
- ❑ A/C or heating works
- ❑ Nothing broken (photo it and report)

AT CHECK-OUT

- ❑ Bill checked: no wrong charges
- ❑ Minibar and room service correct
- ❑ Safe, chargers, closet and bathroom emptied
- ❑ Receipt emailed for expenses
- ❑ Deposit hold released

NOTES: REQUESTS, PROBLEMS REPORTED AND TO WHOM, REVIEW TO WRITE