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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