Guest Room Ready Checklist

Tick each completed task and add your own steps on the spare lines.

Bedding

- [ ] Wash linens
- [ ] Make beds
- [ ] Set extra blanket
- [ ] Clear a drawer
- [ ] _____
- [ ] _____

Bathroom

- [ ] Put out clean towels
- [ ] Refill soap
- [ ] Check night light
- [ ] Set spare toiletries
- [ ] _____
- [ ] _____

Arrival

- [ ] Confirm arrival time
- [ ] Share parking note
- [ ] Leave house key
- [ ] Check heating
- [ ] _____
- [ ] _____

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