

Holiday Guest Room Prep: 15-Minute Checklist

Set a timer, work top to bottom, and tick each box. Do the "day before" list first if you can.

- ☐ **0:00-2:00** **1. Clear every surface**
Bed, nightstand, dresser top and chair: box up anything that is not for the guest.
- ☐ **2:00-4:00** **2. Make the bed with fresh sheets**
Check the mattress protector, add a second pillow per guest and a throw at the foot.
- ☐ **4:00-6:00** **3. Free up closet space**
Empty one section of the rod, leave 6-8 matching hangers and one empty drawer or shelf.
- ☐ **6:00-7:00** **4. Empty the trash can**
Put a fresh liner in, plus a few spares at the bottom of the can.
- ☐ **7:00-9:00** **5. Dust and do the floors**
Quick wipe of the nightstand and dresser, then vacuum or sweep where the bags will go.
- ☐ **9:00-10:00** **6. Set out towels**
One bath towel, hand towel and washcloth per guest, folded on the bed or in the basket.
- ☐ **10:00-12:00** **7. Fill the welcome basket**
Water, a glass or carafe, snacks, travel-size toiletries, a phone charger and the Wi-Fi card.
- ☐ **12:00-13:00** **8. Check the lighting**
Bedside lamp works, a night-light for the hall, an open outlet near the bed.
- ☐ **13:00-14:00** **9. Set the temperature**
Extra blanket in sight, a fan or heater if the room runs cold or warm; air the room out.
- ☐ **14:00-15:00** **10. Do the guest walk-through**
Sit on the bed: can you reach a lamp, an outlet, water and a tissue box? Fix what is missing.

The day before (optional, 10 minutes)

- [] Wash the guest sheets and towels so they are dry and folded.
- [] Write the Wi-Fi name and password on a card.
- [] Move your own stored stuff (boxes, out-of-season clothes) out of the closet.
- [] Ask about allergies, early alarms and what time they arrive.
- [] Charge a spare phone charger or set out a power strip.