



Daily Reception Area Opening And Closing Procedures Checklist

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Pre-Opening Checks (Before First Guest)

Tasks to be completed before the reception area is officially open for guest arrival.
Ensures a presentable and functional workspace.

Scheduled Opening Time Confirmation

Enter time...

Outside Temperature (for HVAC adjustment)

Enter a number...



Reception Desk Layout - Check for Obstructions?

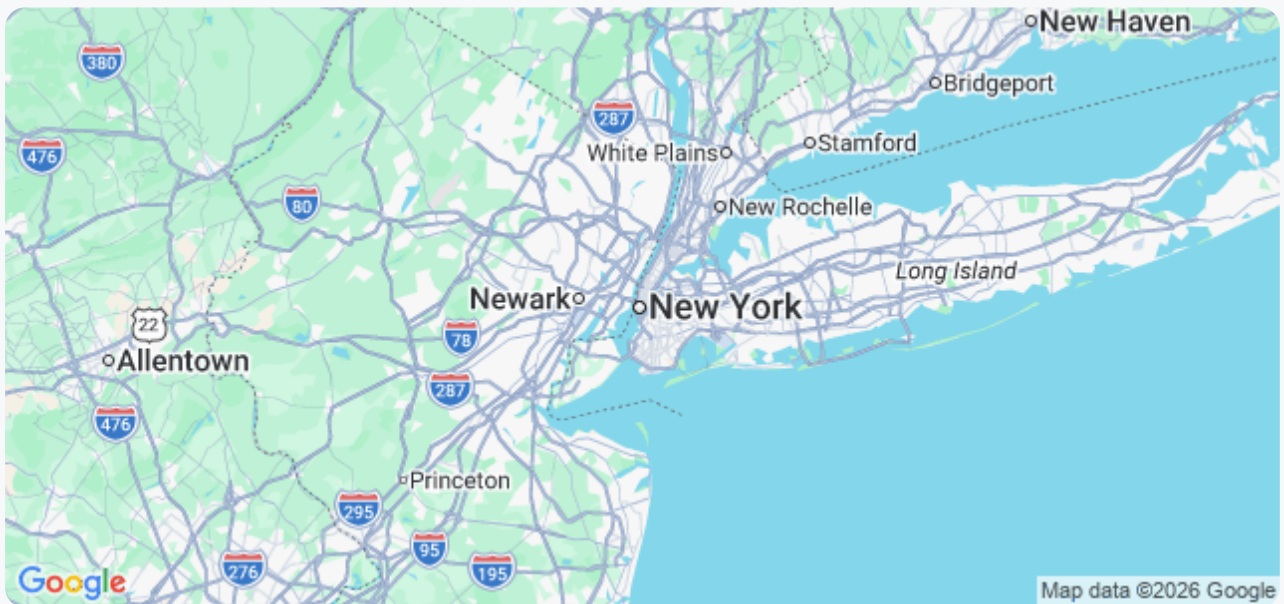
- ☐ Yes
- ☐ No

Check for Damage/Wear on Reception Desk & Seating

- ☐ Scratches
- ☐ Stains
- ☐ Tears
- ☐ Broken Parts
- ☐ None

Check Exterior Entrance - Cleanliness/Obstructions

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Notes on any issues requiring maintenance (e.g., lighting, flooring)

Write something...

Check Guest Information Display (if applicable) – Working Correctly?

☐ Yes

☐ No

Photo Documentation of Reception Area (Optional)

 Upload File

Opening Cash Handling

Procedures for opening the cash drawer, verifying starting amounts, and securing funds.

Starting Cash Drawer Count (Bills)

Enter a number...

Starting Cash Drawer Count (Coins)

Enter a number...

Starting Cash Drawer Count (Checks)

Enter a number...

Starting Cash Drawer Count (Credit Card Tips)

Enter a number...

Cash Box Security Check?

- ☐ Secure and Locked
- ☐ Requires Attention

Comments on Cash Drawer Start (e.g., discrepancies, notes)

Write something...

Float Dispensed?

- ☐ Yes
- ☐ No

Float Amount Dispersed (If Applicable)

Enter a number...

Reception Desk & Area Appearance

Checks to ensure the reception area is clean, tidy, and welcoming to guests.

Number of Fresh Flowers/Plants Present?

Enter a number...

Dusting Complete? (Select all that apply)

- ☐ Desk Surface
- ☐ Countertops
- ☐ Shelving
- ☐ Decorative Items
- ☐ Seating Area

Magazine/Brochure Display Neat & Organized?

- ☐ Yes
- ☐ No

Notes on any areas requiring extra attention (e.g., smudges, spills)

Write something...

Seating area tidy and free of clutter?

☐ Yes

☐ No

Photo of Reception Area Appearance

 Upload File

Technology & Systems

Verification that all necessary technology and systems are operational.

PMS (Property Management System) - Login Successful?

☐ Yes

☐ No

Telephone System - Operational?

☐ Yes

☐ No

WiFi Router Signal Strength (dBm - approximate)

Enter a number...

Last System Sync Time (PMS/CRS)

Enter time...

Guest WiFi Network - Accessible?

☐ Yes

☐ No

Any System Error Messages/Notes?

Write something...

TV/Information Display - Functioning?

☐ Yes

☐ No

Security & Safety

Ensuring the reception area is secure and any safety protocols are in place.

Alarm System Status

☐ Armed

☐ Disarmed

☐ Testing

Fire Safety Equipment Check

- ☐ OK
- ☐ Needs Attention

Fire Extinguisher Inspection Date (Month/Year)

Enter a number...

Security Personnel Present?

Enter date...

Incident/Issue Reporting

Write something...

Emergency Exit Check

- ☐ Clear
- ☐ Obstructed

First Aid Kit Check

- ☐ Sufficient Supplies
- ☐ Restock Required

Closing Cash Handling

Procedures for counting down the cash drawer, securing funds, and completing necessary reports.

Starting Cash Drawer Balance (Recorded)

Enter a number...

Cash Drawer Counted Amount

Enter a number...

Float Counted Amount

Enter a number...

Total Cash Recorded

Enter a number...

Notes on Cash Discrepancies (if any)

Write something...

Cash Bag Secured?

- ☐ Yes
- ☐ No

Cash Drop Completed?

- ☐ Yes
- ☐ No

Details of Cash Drop (e.g., who received, time)

Write something...

Date of Cash Reconciliation

Enter date...

Reception Desk & Area Security (Closing)

Checks to secure the reception area and protect assets before closing.

All windows and doors secured?

- ☐ Yes
- ☐ No

Alarm system activated?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Number of keys/fobs accounted for?

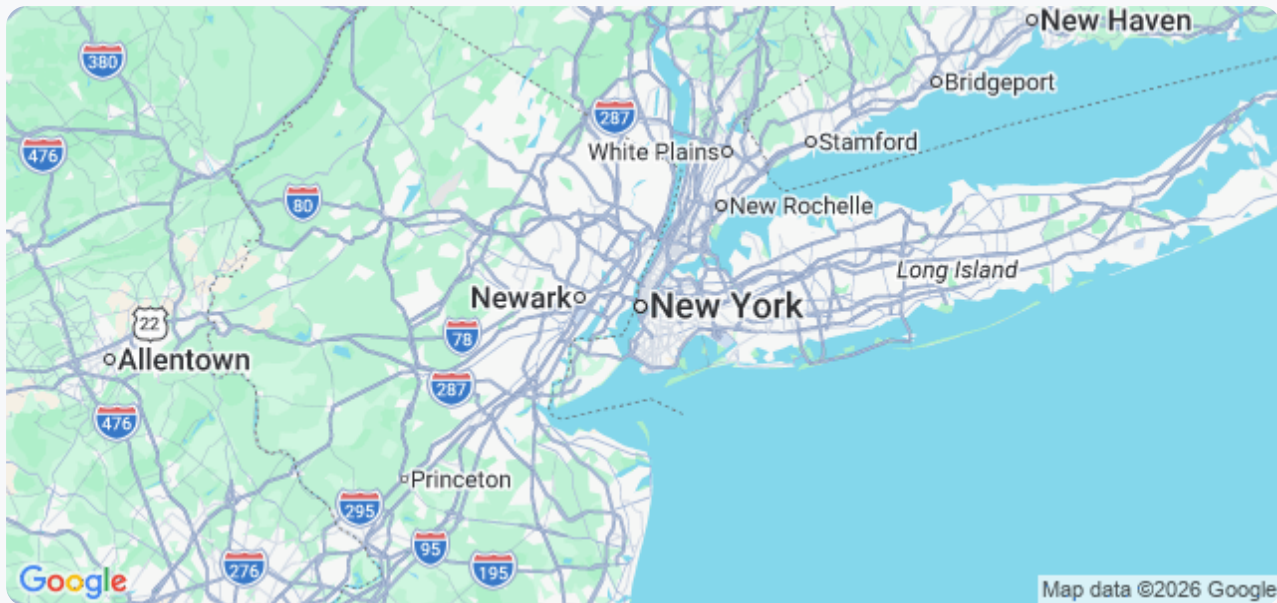
Enter a number...

Any unusual activity or concerns noted?

Write something...

Secure any valuable items from the desk

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Exterior lights checked?

- ☐ Yes, all on
- ☐ No
- ☐ Not applicable

Technology Shutdown (Closing)

Procedures for powering down or securing technology equipment at the reception area.

Computer(s) Shutdown Status

- ☐ Shutdown Completed
- ☐ Restarted
- ☐ Left On (Requires Manager Approval)

Printer(s) Status

- ☐ Power Off
- ☐ Standby
- ☐ Left On (Requires Manager Approval)

Telephone System Status

- ☐ Secure/Night Mode Enabled
- ☐ Standard Mode (Requires Manager Approval)

Time of System Shutdown (If Applicable)

Enter time...

Notes on System Shutdown (if any)

Write something...

AV Equipment Status

- ☐ Powered Off
- ☐ Standby
- ☐ Left On (Requires Manager Approval)

Final Walk-Through & Reporting

A final check of the area and completion of any necessary closing reports.

Any unusual occurrences or incidents during the day?

Write something...

Total Cash Drawer Count (Final)

Enter a number...

Security System Armed?

☐ Yes

☐ No

Date of Closing

Enter date...

Closing Time

Enter time...

Checklist Items Completed (Select All That Apply)

- ☐ Cash Drawer Secured
- ☐ Reception Area Lights Off
- ☐ Security System Armed
- ☐ Doors Locked
- ☐ Technology Shutdown

Closing Staff Signature

Staff Name (Closing)

Write something...