

Front Desk Operations Checklist Template

Opening Procedures	
sks to complete before the front desk is open to guests.	
Scheduled Opening Time	
Cash Drawer Start Amount	
Enter a number	
Check Front Desk Computer	
Yes	
□ No	
Verify Internet/WiFi Functionality	
Yes	
□ No	
Check Station Supplies	
Pens	
Guest Forms	
☐ Key Cards	