



Hotel Front Desk Opening Checklist

 Show only Checklist

Display Style
Default 

Security & Access

Ensuring the front desk area is secure before guest arrival.

Alarm System Status Code

Enter a number...

Exterior Door Locks Checked?

☐ Yes

☐ No

Emergency Exit Routes Clear?

☐ Yes

☐ No



Last Security Patrol Log Review Date

Enter date...

Time of Last Security System Check

Enter time...

Surveillance Cameras Operational?

- ☐ Yes
- ☐ No

Equipment & Technology

Verifying operational readiness of all systems and devices.

Computer Power Status

Enter a number...

Telephone System Status

Enter a number...

Printer Ink Level (Estimate)

Write something...

POS System Status

Enter a number...

Last System Software Update

Enter date...

Network Connectivity

- ☐ Connected
- ☐ Disconnected

Cash Handling & Banking

Preparing for financial transactions and ensuring accuracy.

Starting Cash Drawer Amount

Enter a number...

Starting Coin Amount

Starting Bill Amount (1s)

Starting Bill Amount (5s)

Starting Bill Amount (10s)

Starting Bill Amount (20s)

Starting Bill Amount (50s)

Starting Bill Amount (100s)

Enter a number...

Safe Access Granted (Yes/No)

☐ Yes

☐ No

Guest Information & Reservations

Reviewing scheduled arrivals and updating necessary information.

Review Today's Arrivals

Enter date...

Check for Special Requests (e.g., early check-in, cribs)

Write something...

Confirm Number of Expected Arrivals

Enter a number...

Check for Group Bookings

☐ Yes

☐ No

Verify VIP Arrivals

Enter date...

Notes on Guest Profiles (e.g. allergies, preferences)

Write something...

Station Supplies & Appearance

Ensuring a clean, organized, and well-stocked front desk.

Pens - Quantity

Enter a number...

Guest Comment Cards - Quantity

Enter a number...

Key Cards - Quantity (Backup)

Enter a number...

Stationary Organizer Cleanliness

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty

Desk Surface Cleanliness

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty

Supplies Needed (Check all that apply)

- ☐ Guest Forms
- ☐ Business Cards
- ☐ Stationary
- ☐ Pens
- ☐ Other

Notes on Appearance or Supplies

Write something...

Communication & Emergency Preparedness

Confirming communication channels and verifying emergency protocols.

Verify Phone System Operation

- ☐ Working
- ☐ Needs Repair
- ☐ Out of Service

Check PA System Functionality

- ☐ Working
- ☐ Needs Repair
- ☐ Out of Service

Last Emergency Drill Date

Enter date...

Scheduled Emergency Broadcast Test Time

Enter time...

Review Emergency Contact List

Write something...

Emergency Procedures Manual

 Upload File

Fire Alarm System Check

- ☐ Operational
- ☐ Needs Attention