

# 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

### 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**

Enter a number...

**Starting Bill Amount (1s)**

Enter a number...

**Starting Bill Amount (5s)**

Enter a number...

**Starting Bill Amount (10s)**

Enter a number...

**Starting Bill Amount (20s)**

Enter a number...

**Starting Bill Amount (50s)**

Enter a number...

### 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