



KEOGH DESIGN, INC.

GUEST ROOM CHECKLIST FOR HOSTS AND HOSTESSES

ROOM

- Windows, shades & curtains, fans, switches, radiator, air conditioner in good repair.
- Outlets available for cell phones, lap-tops.

BED

- Mattress & pad, Freshly-washed sheets – check for rips and tears
- Pillows – different kinds & pillow protectors
- Clean blankets (*I like old-fashioned blanket covers but they can be hard to find*)
- Extra blankets, heated mattress pad or blankets (make sure they work)

FURNITURE & FURNISHINGS

- Clock, alarm clock. - *Not everyone uses a cell phone or iPod!*
- Working lamps and bulbs
- Table or desk and chair
- Mirror - *Near window for natural light is best. If not provide a good lamp for makeup*
- Luggage rack(s), wastebasket, night light
- Water glasses, pitcher, fresh flowers... *But check for allergies!*
- Magazines, books, local information, maps, events

EXTRA CREDIT

- TV, iron, ironing board, sewing kit, house keys
- Writing paper, pens, and stamps

BATHROOM

- Towels, bath mat, washcloths, new soaps, water cup(s), space for storage
- Check plumbing - *No kidding, especially if the bathroom hasn't been used in a while!*
- Extra toilet tissue and tissues

EXTRA CREDIT

- Wrapped toothbrushes, toothpaste, new razor, shaving cream, shampoos
(*Having small bottles of shampoo etc from hotels is just fine and feels more sanitary.*)

