

B&B Daily Operations Checklist

Daily Operations

| DATE | B&B | COMPLETED BY | GUESTS IN HOUSE | ARRIVALS TODAY |
|------------------|-----|--------------|-----------------|----------------|
| ___ / ___ / ____ | | | | |

BREAKFAST SERVICE

- | | |
|---|---|
| <input type="checkbox"/> Breakfast room laid for correct covers | <input type="checkbox"/> Coffee and tea available on arrival |
| <input type="checkbox"/> Tables set — cutlery, napkins, condiments | <input type="checkbox"/> Cooked items prepared to order |
| <input type="checkbox"/> Fresh flowers or table decoration | <input type="checkbox"/> Dietary requirements catered for <small>Check booking notes — vegetarian, vegan, gluten-free, allergies</small> |
| <input type="checkbox"/> Continental items displayed — pastries, fruit, yoghurt | <input type="checkbox"/> Breakfast cleared and room cleaned after |
| <input type="checkbox"/> Juice, cereal, and toast station ready | |

CHECKOUT ROOMS

- | | |
|--|---|
| <input type="checkbox"/> Departing guests settled bills | <input type="checkbox"/> Amenities replenished |
| <input type="checkbox"/> Rooms stripped — linen to laundry | <input type="checkbox"/> Windows opened for fresh air |
| <input type="checkbox"/> Bathroom deep-cleaned and restocked | <input type="checkbox"/> Room checked for damage or maintenance |
| <input type="checkbox"/> Room dusted, vacuumed, and tidied | <input type="checkbox"/> Lost property check before cleaning |
| <input type="checkbox"/> Fresh bed made to standard | |

COMMON AREAS

- | | |
|--|--|
| <input type="checkbox"/> Entrance hall tidy and welcoming | <input type="checkbox"/> Guest information and local guides available |
| <input type="checkbox"/> Sitting room / lounge clean and fire set <small>If applicable — log fire or ambiance</small> | <input type="checkbox"/> Shared bathroom clean <small>If applicable</small> |
| <input type="checkbox"/> Garden or terrace presentable | <input type="checkbox"/> Outdoor seating wiped <small>If applicable</small> |

ARRIVAL PREPARATION

- | | |
|---|--|
| <input type="checkbox"/> Arrival rooms inspected and perfect | <input type="checkbox"/> WiFi password visible in room |
| <input type="checkbox"/> Welcome note or card in room | <input type="checkbox"/> Arrival time confirmed with guest |
| <input type="checkbox"/> Welcome amenity — biscuits, flowers, water | <input type="checkbox"/> Keys or access prepared |
| <input type="checkbox"/> Heating or cooling set for comfort | <input type="checkbox"/> Parking instructions sent if needed |

ADMIN & END OF DAY

- Bookings checked for tomorrow
- Enquiries and emails responded to
- Reviews responded to
- Laundry completed or collected
- Shopping list for tomorrow's breakfast
- Property locked and secure for night

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Completed by signature _____

Notes

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