

# HOTEL RE-OPENING CHECKLIST

As the world is getting ready to reopen post-pandemic outbreak, Guest Supply is here to assist you with restoring your property to its original state. Moreover, there will be new expectations of a healthcare grade sanitary environment.

In preparation, below is a check list that will help get your property ready for reopening.

If you need any cleaning or maintenance supplies, new anti-microbial products or any help with ordering, financial planning, or logistical questions – we are here to help.

## PUBLIC AREAS

- Deep clean all areas and surfaces including re-cleaning & disinfecting all furniture, equipment, flooring, bathrooms, desk and countertops, etc.
- Turn on all common area and lobby lighting and reset timers as needed.
- Reset thermostats to appropriate temperature.
- Check all light bulbs & batteries and replace as needed.
- We recommend replacing all existing air filters as a health and safety precaution.
- Turn on all equipment and appliances (refrigerators, ice machines, laundry equipment, etc.)
- Turn on all necessary water lines that were turned off (laundry equipment, ice machines, general plumbing, etc.)
- Place all stored furniture & displayed items back in their rightful place throughout all common areas including lobby, meeting rooms, gym, office area, etc. Ensure adequate spacing for social distancing.
- Flush all toilets and test all faucets within each public restroom
- Refill all soap, paper, & sanitizing stations. Ensure there is a hand sanitizer station in each public area.
- Sanitize and plug in all gym equipment
- Uncover and re-sanitize all kitchenware, glassware, cutlery, and dinnerware
- Disinfect all waste receptacles and place new can liners in each
- Place new safety and social distancing protective equipment and signage throughout your property

## GUEST ROOM

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- Deep clean all areas and surfaces including re-cleaning & disinfecting all furniture, equipment, flooring, bathrooms, desk and countertops, etc.
- Reset thermostats to appropriate temperature
- Plug in guestroom lighting, appliances, & electronics in each room
- Ensure all clocks are set to the correct time
- Check all light bulbs & batteries and replace as needed.
- Place new linens and decorative bedding in each room
- Replace and/or restock all removed guestroom amenities
- Flush all toilets and test all faucets & showers within each guestroom
- Disinfect all wastebaskets and place new can liners in each

## EXTERIOR

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- Turn on all exterior lighting and reset timers as needed.
- Disinfect all exterior areas and remove any debris.
- Place all stored furniture & displayed items back in their rightful place. Ensure adequate spacing for social distancing.
- Turn on and uncover all pool equipment and accessories
- Disinfect all waste receptacles and place new can liners in each

## OTHER

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- Check stock levels on all other necessary items (amenities, paper products, liners, cleaning products, textiles, etc. to ensure you have ample supply of product for re-opening)
- Restock on all food and commodity items that were disposed of
- Order appropriate PPE and safety equipment for re-opening (thermometers/temperature scanners, gloves, hand sanitizer stations, and masks)
- Display hotel opening signs throughout property, including online through website, social media, and email campaigns
- Re-evaluate any renovations that were put on hold
- Train all employees on hygiene practices, reopening procedures & new cleaning schedules.
- Develop audit process to ensure proper adherence of frequency & guidelines of new cleaning procedures. Cross train staff where applicable to ensure cleaning standards are met in a timely manner.