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|  **Guest Preparation**  | **To Do** | **Done** |
| 1 | Welcome Note with Guest Names and attach the DVD list and Board games list |  |  |
|  2 | Important Phone Numbers List (if any Changes) |  |  |
|  3 | Brooklyn Reward Card with Check-out Date |  |  |
|  4 | Fill Welcome Basket with Guest favorite Items. (Chocolate, Lays, Juices, Etc.,) |  |  |
|  5 | Mineral Water, Juices, Chocolates & Beer with opener in the Mini Cooler |  |  |
| 6 | Prepare Fairway Inn Menu list with menu order form. |  |  |
| 7 | Keep welcome basket, welcome note, Reward card on the table |  |  |
| 8 | Keep Room Heater near to the cot. |  |  |
| 9 | Check Dish Recharges & HD Channels are working |  |  |
|  10 | Check Remote Batteries, & Keep Extra Battery on TV Table |  |  |
| 11 | Fill Shampoo, Soap Bottles |  |  |
| 12 | Put Brush, Paste, Moisture Cream, Children's Paste & Brush (if required) |  |  |
| 13 | Put Both Towels, Hand Towels & Face Towels(Right side of the Sink) |  |  |
| 14 | Put Hand Towels in the Stand |  |  |
| 15 | Put Sugar, Coffee powder, Tea powder in a tray. |  |  |
| 16 | Keep the Glass Tumblers on another tray. |  |  |
| 17 | Clean the Mini Cooler Check the Ice Cubes. |  |  |
| 18 | Put Cool Drinks & Chocolates in proper place inside the fridge. |  |  |
| 19 | Put Beer with opener in proper place inside the fridge. |  |  |
| 20 | Keep milk in the kitchen if they need. |  |  |
| 21 | Keep the water bottle on the front room table |  |  |
| 22 | Check I- pad and Internet |  |  |
| 23 | Keep 4 plates and spoons in the kitchen  |  |  |
| 24 |  1 hour before switch on the geyser and lights |  |  |
| 25 | Check the game- process  |  |  |
| 26 | Check the Jacuzzi-process |  |  |

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|  |  **Day 1** | **To Do** | **Done** |
| 1 | Welcome the Guest. |  |  |
| 2 | When the Guest checks in put their luggage in the room. |  |  |
|  3 | Explain about the cottage(TV, Internet, I-Pad, Fire Place, Room Header, Water Heater Switch, Kitchen & Gazebo) |  |  |
| 4 | Serve the Food |  |  |
| 5 | Give the Fairway Inn Menu list get the order for lunch, dinner & Breakfast with menu order form. |  |  |
| 6 | After Noon put the Surprise Gift with Note. (Cake, Ice Cream, Etc.,) |  |  |
| 7 | Evening, If they have used any vessels, wash & put them in proper position.  |  |  |
| 8 | Outside Lights on at 6.00pm., serve the food the time they have marked. |  |  |
| 9 | At night make the fire if they need, at night make the fire if they need. |  |  |
|  |
|  | **Day 2** | **To Do** | **Done** |
| 1 | Serve the Food on time. |  |  |
| 2 | Fairway Inn Menu list is given to the guest to get the order for Dinner & Breakfast with menu order form. |  |  |
| 3 | All Rooms -Cleaning & Wiping should be done, change all towels they have used. |  |  |
| 4 | If they have used any vessels, wash & put it in proper position  |  |  |
| 5 | Clean the outside gazebo (sit out place) ( Chair cleaning & Dusting) |  |  |
| 6 | Fill Welcome Basket with Guest favorite Items. (Chocolate, Lays, Juices, Etc.,).Only replace what has been taken. |  |  |
| 7 | After Noon put Surprise Gift with Note. (Cake, Ice Cream, Etc.,) |  |  |
| 8 | Outside Lights on at 6.00pm. |  |  |
| 9 | Serve the Food the time they wants |  |  |
| 10 | At night make the fire if they needs. |  |  |
| 12 | Lights off at 9.00pm. |  |  |
| 13 | Bill preparation as per their plan. |  |  |
| **CLEANING CHECK LIST****Date:**

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| **Basic maid service**  | **To Do** | **Done** |
| 1. Sweep and mop the floor.
 |  |  |
| 1. All window sills and window ledges are wiped down, put the curtains properly.
 |  |  |
| 1. All furniture dusted and cleaned.
 |  |  |
| 1. All rooms are tidied up
 |  |  |
| 1. Change Bed cover & Clean the cot (Dust up & bottom)
 |  |  |
| 1. Chairs & cushion cleaning & dusting.
 |  |  |
| 1. Clean & dust T.V (Don’t use cloth) & T.V Table( Top to Bottom) Dust the top of the TV . Clean Router, DVD, Player, Wi-Fi Games
 |  |  |
| 1. The toilet, washbasins are thoroughly cleaned ,disinfected, and dried
 |  |  |
| 1. Clean the buckets & Tippers, put proper position
 |  |  |
| 1. Clean both mirrors - the toilet mirror and the mirror in the room
 |  |  |
| 1. Clean the table & change table cloth
 |  |  |
| 1. Clean dust bin and put cover
 |  |  |
| 1. All appliance in the kitchen and kitchen surfaces are wiped down. stove, sink, tap, stands should be clean
 |  |  |
| 1. Keep the vessels clean & put in proper position to be able to use easily.
 |  |  |
| 1. Clean kitchen window & curtains should be properly placed.
 |  |  |
| 1. Clean &sweep the outside.
 |  |  |
| 1. Clean the gazebo( sit out place). Clean the chairs & dust them, Put cushion
 |  |  |
| 1. All wastebaskets are emptied and wastebasket liners are replaced.
 |  |  |
| 1. Clean the inside foot mat & Place properly
 |  |  |
| 1. Clean the outside foot mat & place properly
 |  |  |
| 1. Refrigerator and micro wave cleaned inside and out
 |  |  |
| 1. Gym & Trampoline has to be clean
 |  |  |
| 1. Water filter – Filled.
 |  |  |
| 1. Clean the Jacuzzi
 |  |  |
| 1. Clean the top of the shower
 |  |  |
| 1. Check all the bulbs
 |  |  |
| 27.Spray room fragrance powder |  |  |

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|  | **Check Out** |  **To Do** | **Done** |
| 1 | Bill preparation as per their plan |  |  |
| 2 | Check the rooms, if the guest has forgotten anything |  |  |
| 3 | Check whether the I-Pad is there, and put it in sir room |  |  |
| 4 | Room Heater is switched off |  |  |
| 5 | Geyser is switched off |  |  |
| 6 | Keep the water filter full |  |  |

**DATE:**  |

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|  | **Day 3** | **To Do** | **Done** |
| 1 | Serve the Food at which time they wants |  |  |
| 2 | Give the Fairway Inn Menu list get the order for Dinner & Breakfast with menu order form. |  |  |
| 3 | All Rooms -Cleaning & Wiping should be done, change all towels they have used. |  |  |
| 4 | Change the bed covers & pillow covers. |  |  |
| 5 | If they have used any vessels, wash & put it in proper position  |  |  |
| 6 | Clean the outside gazebo (sit out place) ( Chair cleaning & Dusting) |  |  |
| 7 | Fill Welcome Basket with Guest favorite Items. (Chocolate, Lays, Juices, Etc.,). Only replace what has been taken. |  |  |
| 8 | Afternoon put Surprise Gift with Note. (Cake, Ice Cream, Etc.,) |  |  |
| 9 | Outside Lights on at 6.00pm., serve the Food the time they want. |  |  |
| 12 | At night make fire if they need. |  |  |
| 13 | Lights off before going to bed. |  |  |
| 14 | Bill preparation as per their plan. |  |  |