Out of Town Guest

Check List

|  |  |  |
| --- | --- | --- |
| **what** | **In Progress** | **Done** |
|  |  |  |
| Wash bed sheets |  |  |
| Extra blankets & pillows |  |  |
| Make room in the closet |  |  |
| Extra toiletries |  |  |
| Spare towels  |  |  |
| Check air mattress (if applicable) |  |  |
|  |  |  |
| Make note of any dietary restrictions |  |  |
| Make list of local sites to see |  |  |
| Spare key (if it is a long term stay a spare key will be handy) |  |  |
|  |  |  |
| Clean Areas Listed Below |  |  |
| 1. Vacuum |  |  |
| 2. Dishes |  |  |
| 3. Laundry |  |  |
| 4. Bathrooms |  |  |
| 5. Living Room |  |  |
| 6. Dinning Room |  |  |
| 7. Kitchen |  |  |
|  |  |  |
| Make a meal plan  |  |  |
| Go grocery shopping based on meal plan |  |  |
| Do food prep prior to guest arrival |  |  |
|  |  |  |
| Miscellaneous |  |  |
|  |  |  |
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