



TIME TO ACT CHECKLIST



BEDROOM:

- Spread the sheets and make the bed
- Put the candle and lighter ready
- If needed, use some light fragrance diffuser
- Drinking water bottles unopened
- Remotes of AC/Fan/Light/TV easily available
- A place for their belongings
- Iron box and Table

KITCHEN:

- Menu
- Special Kids Menu
- Grocery Shopping List
- Dishes Done
- Clean Countertops
- Clean Kitchen Floor
- Welcome Drink

BATHROOM:

- Clean
- Extra Tissue Paper
- Fresh Cloth Towels
- Clean and Empty Trash can with new cover
- Laundry bag/plastic bags
- Toiletries

OTHERS

- check the odor
- Wipe the tea table/dining table
- Space for jackets and shoes
- First Aid Kit
- Return Gifts