

## Pre-Arrival Checklist for Guests

### **For Manager:**

\_\_\_\_\_ Check Guest Preferences for the following are in place:

- Food and Beverage
- Personal Amenities
- Bath Amenities
- Over the counter medications
- Prescription medications if applicable and as provided  
By the guest. Be sure all medications are stored correctly  
Including refrigeration.

\_\_\_\_\_ Place welcome amenity in Guest room or present on arrival as instructed by the Manager, including: fruit, snacks or beverages. A House Standard Beverage should be presented on disembarking From the boat or aircraft as instructed by the JEE.

Be aware BEFORE ARRIVAL of any Birthdays, Anniversary or any other special occasions for the guest and prepare as directed by the EM

### Housekeepers

\_\_\_\_\_ Prepare Guest Quarters:

- \_\_\_\_\_ Vacuum needed
- \_\_\_\_\_ Mop or sweep all floors as needed
- \_\_\_\_\_ Dust
- \_\_\_\_\_ Refresh bathroom including toilet and sink
- \_\_\_\_\_ Check and spot clean all windows and glass as needed

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\_\_\_\_\_ Refresh Bath area:

- re-stock towels as needed
- check all standard and special request personal and bath amenities are present and full

\_\_\_\_\_ Check closets:

- Clothing per House Standard are in place including
  - Shirts
  - Shorts
  - Swim suits
  - Hats
  - Sunscreen

\_\_\_\_\_ House Custom Notepads, Writing Paper, pens and pencils

\_\_\_\_\_ Mobile phone charge cables and adapters for BOTH APPLE and Android phones