

Accommodations Checklist

by  TripSava



Trip Name/Destination _____

Dates of accommodations _____



Hotel / rental company _____

Confirmation number _____

Selecting an accommodation

- ☐ Confirm the following about the location:
 - ☐ Safety of the area
 - ☐ Amenities
 - ☐ Fees (parking, resort, etc.)
 - ☐ Wi-Fi
 - ☐ Cleaning protocols
 - ☐ Mobile check-in option

Before you arrive

- ☐ Confirm your reservation
 - ☐ Know what number to call if you have problems during your stay (typically hotel reception or rental manager)
 - ☐ Know times to check in and out
 - ☐ Know how and when payment will be made
 - ☐ Check the amenities at your accommodation (e.g., access to gym, use of bicycles for a rental, laundry facilities)
 - ☐ Ask for check-in instructions
-  Contact the accommodation ahead of time if you intend to arrive early or late
-  For a rental, know where to find the key or what the code is for the keypad; for a hotel, find out if there is 24-hour reception or special instructions for after hours check-in





Checking into a hotel

- ☐ Request the number of room keys you need
- ☐ Use the room safe for your valuables
- ☐ Check the mini-bar is fully stocked – you don't want to be charged for items you didn't consume!

Checking into a rental (e.g., Airbnb)

- ☐ Check that the property is as stated in the listing including all supplies (e.g., shampoo, lotions, cleaning supplies)

For all accommodations

- ☐ Check that all keys work properly in your door
- ☐ Before unpacking check for bedbugs
-  Try stepping out and closing the door (carrying your room card, of course), and see if the door locks properly.
-  Check out our app for how to check for bed bugs
- ☐ Know the escape routes in case of emergency
- ☐ Check the thermostat works including any AC or heating
- ☐ Look for hidden cameras
- ☐ Wash glasses, dishes and ice buckets before using
-  Things to watch for include multiple smoke detectors in one room or in the bathroom, oddly placed decorations, red lights or wires
-  Wash all glasses with hot water and soap before using.
- ☐ Before settling in, check the entire hotel room/rental for any problems, including:
 - ☐ Dirty areas
 - ☐ Stained sheets/towels
 - ☐ Uncollected trash
 - ☐ Lights not working
 - ☐ Damaged furniture
 - ☐ Appliances not working properly
- ☐ Report any problems to hotel management or manager/owner immediately
- ☐ Use an antibacterial wipe or hot washcloth with soap to wipe down frequently touched items (e.g., remote, doorknobs, light and lamp switches)
- ☐ Check that the property is as stated in the listing including all supplies (e.g., shampoo, lotions, cleaning supplies)
- ☐ Check for hot water: does it work? does it smell? do you spot rust or mold around the shower head?

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When you leave an accommodation

- ☐ Check all closets, drawers, surfaces, and electrical outlets for:
- ☐ Clothing

☐ Shoes

☐ Toiletries
- ☐ Adapters and chargers

☐ Food

☐ Books/magazines

 Check your packing list for everything you packed!

- ☐ Check the safe for valuables
- ☐ Checking out:
- ☐ Use express checkout, if available for a hotel

☐ Notify manager/owner of rental that you have left

Notes