Guest-Ready Countdown

Two weeks, short sessions, done before the doorbell.

THE VISIT · FILL IN FIRST

Arriving: _____ at _____ Guests: _____ Nights: ___ Sleeping where: _____

THE COUNTDOWN · WRITE YOUR DATE ON EACH ROW

☐ **14 DAYS OUT**
Date: _____

Sleep plan + bed test

20 min

Decide who sleeps where. Set up the air mattress, sofa bed, or futon and test it. Order anything missing.

☐ **10 DAYS OUT**
Date: _____

Linen count + wash

1 to 2 loads

Count sheets, pillowcases, blankets, towels. Wash stored guest bedding so it doesn't smell like the closet.

☐ **7 DAYS OUT**
Date: _____

Sleeping spot + safety walk

30 min

Clear one surface, one drawer, a few hangers, a trash can. Test every smoke and CO alarm.

☐ **5 DAYS OUT**
Date: _____

Guest bathroom

20 min

Clear the counter, clean, restock TP and soap, plunger by the toilet. Medicines up and away.

☐ **3 DAYS OUT**
Date: _____

Entryway + coat spot

15 min

Three empty hooks, a shoe tray, a hat-and-glove basket, a high spot for bags. Porch light on.

☐ **1 DAY OUT**
Date: _____

Beds + lights-off walk

20 min

Make beds, set out towels, plug in night lights, fill in the guest card. Walk bed to bathroom in the dark.

☐ **ARRIVAL DAY**
Date: _____

Ten-minute reset

10 min

Counters cleared, trash out, coffee corner set. Then stop.

Reading this late? Start at the next row and skip the ones you missed. Kitchen prep runs on the same calendar.

Room-by-Room Checklist

Only the spots guests actually use.

SLEEPING SPOT

- [ ] Bed or air mattress tested
- [ ] Clean sheets + pillowcases
- [ ] Extra blanket in sight
- [ ] Reachable lamp or switch
- [ ] Night light to the bathroom
- [ ] One clear surface
- [ ] One drawer or a few hangers
- [ ] Suitcase spot + trash can
- [ ] Charger or power strip

GUEST BATHROOM

- [ ] Counter cleared
- [ ] Sink, toilet, mirror, tub clean
- [ ] Extra TP where they see it
- [ ] Hand soap full
- [ ] Plunger by the toilet
- [ ] Towels + a free hook
- [ ] Basics basket (toothbrush etc.)
- [ ] Non-slip mat in tub
- [ ] Medicines up and away

ENTRYWAY

- [ ] Three empty hooks
- [ ] Hangers in the closet
- [ ] Shoe tray or boot mat
- [ ] Hat + glove basket
- [ ] High spot for bags
- [ ] Porch light works
- [ ] Walkway clear
- [ ] Your extra coats moved out
- [ ] Wet-boot towel by the door

SAFETY WALK

- [ ] Test smoke alarms
- [ ] Test CO alarms
- [ ] Nothing covering an alarm
- [ ] Space heater 3 ft clear
- [ ] Heater off at bedtime
- [ ] Cords along the wall
- [ ] Rugs secured or rolled up
- [ ] Lights-off walk done

CUT HERE · leave on the nightstand

Welcome! Make yourself at home.

Wi-Fi: _____ **Password:** _____

Extra blankets: _____ **Towels:** _____

Coffee + tea: _____ **Help-yourself shelf:** _____

Quiet hours: _____ **House wakes up:** _____

Good to know: _____

_____