

TARGET OPENING DATE: _____

ADMINISTRATIVE SECTION

TASK	ASSIGNED TO	TARGET DATE	REMARKS
☐ Government Compliance List for Business			
☐ Government Compliant permits and licenses			
☐ Site Audit for operations logistics			
☐ Pre-Opening budget			
☐ Organizational Chart			
☐ Pre-Opening Office Set -up			
☐ Office materials identified			
☐ Office materials purchased			
☐ Corporate emails			
☐ Corporate contact information			
☐ Front Office Standard Operating Procedures			
☐ Maintenance Standard Operating Procedures			
☐ Housekeeping Standard Operating Procedures			
☐ Reservation Standard Operating Procedures			
☐ Hiring of Opening Employees			
☐ Employee Task List			

HOTEL PRE-OPENING CHECKLIST

- | | | | |
|---|--|--|--|
| ☐ House Room Orientation | | | |
| ☐ Hotel Operations Manual | | | |
| ☐ Training Manual | | | |
| ☐ Third party service provider selection | | | |

Hotel Opening Manual And Checklist

Wenbin Ji



Hotel Opening Manual And Checklist:

Hotel Opening Manual And Checklist Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has been evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Hotel Opening Manual And Checklist**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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