

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

CO Houle



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