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Hospitality Checklist

*AIR MGMT makes the most of your listing,
this checklist helps you prepare your property for a successful launch!*



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Having back-up is important

*Two sets for rotation, one set for replacement.
All matching linens make the replacements seamless.*

Per Bed

The following items are counted per bed:

- 3 fitted sheets
- 3 top sheets
- 2 quilted bed toppers
- or 1 duvet and 2 duvet covers
- 2 blankets
- 3 pillow cases per pillow

Per Potential Guest

The following items are counted per guest:

- 4 bath towels
- 4 wash cloths
- 2 hand towels per bathroom sink
- 3 towel-style bath mats per bathroom
- 2 pillows
- 1 cup
- 1 coffee mug
- 1 plate
- 1 bowl
- 1 set of silverware



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Hospitality Items

The following items are standard:

- key-pad door lock
- lock box mounted to the exterior for the spare key
- locked owner's closet for back-up consumables
- filtered water pitcher (no filter indicators)
- coffee maker for ground coffee
- coffee filters
- coffee and tea
- shampoo, conditioner, body wash, hand soap
- paper towel
- toilet paper
- hair dryer
- hangers (if applicable)
- iron (if applicable)
- pots and pans (if applicable)
- cooking utensils (if applicable)
- cooking spices (if applicable)
- first aid kit
- fire extinguisher
- smoke/CO detector
- guest journal (not necessary)



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Room Guidance

Building from scratch? Here are so helpful tips to please guests increase your bookings.

Kitchen

- Your guests will want the ability to cook (and prep) for a meal while staying in your home.
- Providing non-breakable items will save you money in the long run.
- Provide one silverware, cup, plate set per potential guest.
 - Keep extras as back-ups / replacements locked in your owner's closet.
- Determine if you are providing coffee/tea, and be sure to have a container to put those products in.
- Simple coffee-grounds coffee maker.
- 'Brita' Pitcher for refrigerator if you do not have a water line (no filter indicators).

Bedroom

- This feature will heavily impact the overall experience and is often mentioned in online review.
- Quality mattress and pillows.
- Quality linens.
- Black out or privacy curtains.
- Accessible charging station.
- Mirrors.
- Rug under beds with solid flooring.

Let us know if you need additional assistance getting your space set-up

Bathroom

- Ensure water pressure is high.
- Ensure tightly mounted toilet paper holders and towel bars.
- Hot/Cold water is properly functioning.
- Fresh caulking
- Fresh paint if the area feels dark
- Bright lighting
- Nice soaps, nice scents, nothing too overpowering
- Fresh, tight, plastic toilet seat
- Bristle-d toilet brush for each toilet

Furnishings

- Choose furniture that isn't easily breakable.
- Rugs in areas with hardwood floors
- Rugs under beds and couches
- Trendy art pieces on blank walls
- Board games and books on empty shelves
- Area to place shoes and jackets



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