

Appendix J: Guest-Ready Checklist

Guest-ready is a temporary hospitality standard, not proof that the entire home is finished. Prepare what a guest will safely enter, use, and feel; close private rooms when appropriate and leave unrelated projects alone.

Core Guest-Ready Standard

- [] Clear a safe entrance and walking path.
- [] Provide a clear place to sit and a surface for a drink or personal item.
- [] Make the guest bathroom usable: toilet, sink, soap, paper, hand towel, trash.
- [] Store food safely and contain the visible kitchen dishes and trash.
- [] Put private papers, medication, valuables, and confidential material away.
- [] Adjust lighting, temperature, and obvious physical comfort as reasonably possible.
- [] Confirm allergies, mobility, parking, pets, timing, or access needs when relevant.
- [] Decide what will be served and choose the version the host can enjoy too.
- [] Close doors to spaces that are not part of the visit.
- [] Stop preparing in time to wash, dress, sit, or breathe before the guest arrives.

Overnight Guest Additions

- [] Prepare clean bedding and a clear sleeping surface.
- [] Provide clean towels and explain where used linens should go.
- [] Offer a charging location, drinking water, and basic nighttime lighting.
- [] Clear reasonable space for a bag and clothing.
- [] Explain bathroom, temperature, pet, door, alarm, and morning arrangements.
- [] Ask about breakfast, medication refrigeration, accessibility, and other essential needs.

Ten-Minute Incoming-Guest Version

- [] Open the entry and main walking path.
- [] Clear one seat and one nearby surface.
- [] Refresh toilet, sink, soap, paper, towel, and bathroom trash.
- [] Contain kitchen food, dishes, and odor-causing trash.
- [] Put private or unsafe items away; close unrelated rooms.
- [] Turn on comfortable light, offer a drink, and welcome the person.

My Hospitality Plan

- Guest/date/time: Write your answer: _____
- Food and drink: Write your answer: _____
- Access or allergy needs: Write your answer: _____
- Rooms in use: Write your answer: _____
- Help/owner: Write your answer: _____
- Preparation stop time: Write your answer: _____