

TARGET OPENING DATE: \_\_\_\_\_

ADMINISTRATIVE SECTION

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

## HOTEL PRE-OPENING CHECKLIST

- |                                                                 |  |  |  |
|-----------------------------------------------------------------|--|--|--|
| <input type="checkbox"/> House Room Orientation                 |  |  |  |
| <input type="checkbox"/> Hotel Operations Manual                |  |  |  |
| <input type="checkbox"/> Training Manual                        |  |  |  |
| <input type="checkbox"/> Third party service provider selection |  |  |  |

# Hotel Opening Manual And Checklist

**Jianjun Gao**



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