Motel night-audit checklist

Blaixin | Property: _____ Date: _____ Shift: _____

- [ ] Confirm the property’s business date and handoff time
- [ ] Review arrivals, departures, stayovers and no-shows
- [ ] Reconcile room status with the reservation record
- [ ] Review charges, payments and balances in approved systems
- [ ] Check reservation changes and channel exceptions
- [ ] Record incidents using appropriate privacy controls
- [ ] Assign unresolved tasks to an authorized staff member
- [ ] Complete the property’s business-date close procedure
- [ ] Leave the morning shift an actionable handoff

Adapt to approved property procedures. This is not a cleaning, safety or accounting compliance certification. Do not record sensitive guest information on a shared checklist.