

The Guest Room Essentials Checklist

A Hotel-Comfortable Guest Room on a Budget, Even in a Small Space

1. Check Your Space First

A guest room can be a spare bedroom, a sofa bed or an office corner. Note what you have before you buy anything.

Spot	What to check	Your note
Bed or sofa bed	Mattress size, so sheets and a topper fit	
Floor	Open floor space for a luggage rack	
Door	Door thickness for over-door hooks	
Windows	Width and drop for curtains	
Outlets	Where the bedside lamp and night light can plug in	

- Measure the mattress and write down the size.
- Check which outlets are near the bed.

2. Sleep Comfort Checklist

- Fresh sheet set on the bed, washed and ironed or smoothed
- Mattress topper or extra layer on a firm or sofa bed mattress
- Two pillows per guest, one soft and one firm if you can
- Spare blanket folded at the foot of the bed
- Blackout curtains or a sleep mask so early light does not wake guests
- White noise machine for light sleepers

3. Hotel-Style Extras

Extra	Why guests like it	Done?
Luggage rack	Keeps the suitcase off the bed and floor	
Over-door hooks	A spot for coats, robes and bags	
Bedside lamp with USB ports	Phone charging and a reading light	
Night light	Safe walk to the bathroom at night	
Guest towel set	Folded on the bed so guests never have to ask	

4. Welcome Basket Packing List

Fill one small basket or tray and set it on the dresser or the end of the bed.

- Two bottles of water
- A few snacks
- Travel-size shampoo, conditioner and body wash
- Toothbrush and toothpaste
- Phone charger and a spare charging cable
- Wi-Fi name and password on a small card
- Lip balm and hand lotion
- A short note with the bathroom, towel and coffee spots

5. Before the Guests Arrive

- Clear one drawer and a few empty hangers for their clothes
- Wipe the surfaces and empty the trash
- Set the room temperature a little warmer for cold nights
- Turn on the lamp and test the night light
- Put the towels and the welcome basket in place

6. Guest Room Budget

Item	Budget	Priority (1 to 3)	Bought?
Bedding and topper			
Lighting			
Storage (rack and hooks)			
Welcome basket extras			
Total			

- Start with bedding and light, since guests notice them first.
- Add the extras one at a time as the budget allows.