



FREE TEMPLATE

Hostel Opening and Closing Checklist

A printable front desk checklist for the 07:00 open and the 22:00 close, with an owner, a time and a point value on every task.

Template 1 of 3 in the Skorops hostel series | September 2026 | skorops.com/templates/hostel-opening-closing-checklist

For hostel owners and managers who run a 24-hour desk with a mix of staff, volunteers and new arrivals. Print it, pin it behind reception, or run it in Skorops so every completion is timestamped and scored.

HOW TO USE THIS CHECKLIST

- **Give every task one owner.** A task with two owners has none. Write the role, not the person, so the list survives turnover.
- **Set a time, not a shift.** "Before 08:00" gets done. "Morning" gets discussed.
- **Points signal priority.** Cash and guest safety carry the most points. Restocking maps carries the fewest. Adjust to your property.
- **Photo proof** marks the tasks where a tick alone is not evidence. A photo takes five seconds and ends the "it was done when I left" conversation.

Opening shift

Target: complete by 08:00

TASK	OWNER	BY	POINTS
☐ Count and log the cash float against the closing figure PHOTO	Front desk	07:00	15
☐ Read the overnight log and any guest messages; flag anything unresolved	Front desk	07:05	10
☐ Walk all common areas; note damage, lost property and anything left out	Front desk	07:15	10
☐ Confirm today's arrivals, early check-ins and any special requests	Front desk	07:20	10
☐ Check today's departures and hand the room list to housekeeping	Front desk	07:25	10

TASK	OWNER	BY	POINTS
☐ Restock reception: keys and cards, city maps, tour flyers, padlocks for sale	Front desk	07:30	5
☐ Start breakfast area setup: tables wiped, coffee on, fridge stocked PHOTO	Front desk	07:40	10
☐ Test Wi-Fi, key card encoder and card terminal; report faults	Front desk	07:45	5
☐ Post today's activities and tours on the board	Front desk	07:50	5
☐ Send the morning report: occupancy, arrivals, issues from the walk	Front desk	08:00	10

Closing shift

Target: complete by 22:30

TASK	OWNER	BY	POINTS
☐ Count and log the cash float; note any variance and why PHOTO	Front desk	22:00	15
☐ Reconcile the key drop; chase any keys not returned	Front desk	22:05	10
☐ Walk common areas: kitchen off, lights, windows, terrace door locked PHOTO	Front desk	22:15	10
☐ Log late check-ins with arrival time and self check-in instructions sent	Front desk	22:20	10
☐ Hand over laundry and towel count to the night staff	Front desk	22:20	5
☐ Restock reception for the morning; note anything out of stock	Front desk	22:25	5
☐ Quiet hours reminder posted; common room music off	Front desk	22:30	5
☐ Send the night report: occupancy, incidents, tomorrow's early arrivals	Front desk	22:30	10

HANDOVER NOTES (WHAT THE NEXT SHIFT MUST KNOW)

Weekly additions

Add these to whichever shift has the quietest hour. In Skorops they can be scheduled once and recur automatically.

TASK	OWNER	WHEN	POINTS
☐ Test smoke detectors and emergency lighting; log the result PHOTO	Manager	Mon	20
☐ Audit lost property; photograph and bag anything valuable	Front desk	Wed	5
☐ Deep clean the reception desk, drawers and key board	Front desk	Fri	10
☐ Review the week's cash variances with the manager	Manager	Sun	10

Why the point values matter. When a shift is short on time, staff triage by instinct. Points make the triage explicit: the float count and the lock-up walk get done first, the flyers can wait. Scores also give you a fair, visible way to recognise the people who close properly night after night.

Run this checklist in Skorops with scoring

Start a trial with the hostel checklists pre-loaded. Staff tick tasks on their phone, attach photo proof, and the scoreboard updates live.

skorops.com/register?segment=hostels&template=hostel-open-close

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