

**CHAPERONE**

## HOTEL CHECK-OUT PROCEDURE

Room#: \_\_\_\_\_

**Wednesday, March 29th**

6:30 AM - Wake-up Call

7:30 AM - First Wave of check-outs for students not returning with us

7:40 AM - Finish Check-out procedures and take attendance

7:45 AM - **MUST DEPART HOTEL!**9:00 AM - Deluxe Breakfast at **Hard Rock Cafe**

Please instruct students to have their luggage, uniforms, and any equipment lined up just outside the hotel room in the hallway. At that time, you may check their room and dismiss them to load once the check is completed. This procedure will allow for all students to be present during the inspection. In the past, there has been no one present in the room and the chaperone was then forced to clean up after the students. This is procedure worked better for us during our last trip.

\_\_\_\_\_ Check drawers and closets

\_\_\_\_\_ Check bathroom and behind its door

\_\_\_\_\_ Check for physical damage both to the room and contents

\_\_\_\_\_ Check for the proper amount of towels

\_\_\_\_\_ Check for the Alarm Clock

\_\_\_\_\_ Check for the TV Remote

\_\_\_\_\_ Check for the proper amount of pillows

\_\_\_\_\_ Check the condition of the carpet

\_\_\_\_\_ Check the Safe Deposit Box (if needed)

\_\_\_\_\_ Check the Refrigerator (if needed)

\_\_\_\_\_ Other

\_\_\_\_\_ Collect all the room keys and leave them on dresser.

\_\_\_\_\_ Instruct students to board the bus

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