



## Welcome to ALICE Checklists

Here are a few sample checklists to print so you can get started right away!  
There are many, many more checklists built into the software.

**ALICE Checklists are:**

- > Accessible 24/7 via your mobile device
- > Interactive and user-friendly
- > Updated in real-time with new checklists added regularly
- > Completely customizable

You'll also be able to create reports so you can track and measure your progress.

**Thanks for using ALICE Checklists!**

---

### Checklist samples:

---

Checklist 1: Take Rooms Out of Service (OOS) to Maintain Low Occupancy

Checklist 2: Temporarily Close Hotel to Guests

Checklist 3: Financial Checks & General Property Checks to  
Temporarily Shut Down Property

---



<b>Purpose:</b> Maintain Low Occupancy	<b>Date:</b>
<b>Checklist:</b> Take Room Out of Service (OOS)	<b>Location:</b>
<b>Employee Name:</b>	<b>Floor:</b>
<b>Department:</b>	<b>Inspected by:</b>

General checks	
<input type="checkbox"/>	Check seals on exterior facing windows and doors, seal if needed. Pay particular attention to door gaps for both security and prevention of bugs or other unwanted critters
<input type="checkbox"/>	Remove perishables (water, food, flowers, liquor, etc.) if it has an expiration date, or shelf life, remove it
<input type="checkbox"/>	Verify each entry to the room is secure/locked, scan/swipe/tap master key on lock of main entry door from guest keys and to only allow maintenance/staff entry keys
<input type="checkbox"/>	Set back HVAC to appropriate setting for hotel/region (note in some hotels this can be centrally managed) recommended to not go below 55F (low) or above 85 F (high)
<input type="checkbox"/>	Check battery for entry door lock
<input type="checkbox"/>	Remove batteries from remote for TV
<input type="checkbox"/>	Remove batteries from alarm clock (if present)
<input type="checkbox"/>	Remove linens, towels, and other laundry items to central location for redistribution to open/used rooms
<input type="checkbox"/>	Close all blinds and curtains

Shut down water (note for bathing areas this is often in a panel or ceiling location not immediately available/visible to the bathroom area). Leave valves open where necessary.	
<input type="checkbox"/>	Toilet
<input type="checkbox"/>	Sinks - Bathroom
<input type="checkbox"/>	Sinks - Wet Bar
<input type="checkbox"/>	Sinks - Vanity Area
<input type="checkbox"/>	Bidet
<input type="checkbox"/>	Bathing Area Tub
<input type="checkbox"/>	Bathing Area Shower
<input type="checkbox"/>	Bathing Area Jacuzzi/Spa
<input type="checkbox"/>	Open all drains
<input type="checkbox"/>	Shut off switched exhaust fans

Unplug unneeded electrical (goal of reducing total electrical load, no vampire power usage)	
<input type="checkbox"/>	TV/Set Top Box (STB)
<input type="checkbox"/>	Microwave
<input type="checkbox"/>	Refrigerator (prepare for drainage if needed)
<input type="checkbox"/>	Clock
<input type="checkbox"/>	Phone if VOIP or other power source
<input type="checkbox"/>	DVD/VCR/Smart Speaker
<input type="checkbox"/>	Minibar - Minibar dry/warm trays
<input type="checkbox"/>	Smart Lighting/Controls
<input type="checkbox"/>	Exercise equipment

Systems Check	
<input type="checkbox"/>	Check PMS to take room out of order/inventory (OOO/OOI)
<input type="checkbox"/>	Check altering house status for room for brand/management company/accounting software/STR reporting for removing room for inventory/sale
<input type="checkbox"/>	Check Non-Integrated OTAs for removing room from inventory
<input type="checkbox"/>	Check Sales and Catering solution to remove rooms from inventory
<input type="checkbox"/>	Check group booking tools to remove inventory (Groupize, StarCite, etc.)
<input type="checkbox"/>	Contact any groups to relocate/reschedule or refund

Additional Items	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Notes:**



**Purpose:** Temporarily Close The Hotel To Guests

**Checklist:** Close to guests > Shut down physical assets  
> General Checks

**Employee Name:**

**Department:**

**Date:**

**Location:**

**Floor:**

**Inspected by:**

<input type="checkbox"/>	Complete Per Floor/Building/Wing Shutdown Checklist
<input type="checkbox"/>	Contact guests for relocation or refunds
<input type="checkbox"/>	Cancel reservations in PMS/external systems
<input type="checkbox"/>	Clean and Drain Pool/Spa/HotTub/Sauna
<input type="checkbox"/>	Expose for air flows any areas that are prone to mold/mildew
<input type="checkbox"/>	Secure any ADA Lifts, Cover open areas, check and secure entry
<input type="checkbox"/>	Confirm current security cameras, add additional cameras to underserved areas
<input type="checkbox"/>	Secure exterior power receptacles and water service
<input type="checkbox"/>	Shut down laundry Circuit Breakers
<input type="checkbox"/>	Shut off/disconnect water from washers
<input type="checkbox"/>	Prepare to relocate offices to consolidate staff
<input type="checkbox"/>	Shut off power to exterior signage
<input type="checkbox"/>	Shut off and secure all non-critical propane and natural gas equipment
<input type="checkbox"/>	Extinguish any pilot lights
<input type="checkbox"/>	Zone public area HVAC for set backs to no lower than 55F and higher than 85 F
<input type="checkbox"/>	Shut off/Reduce landscape lighting
<input type="checkbox"/>	Update website with important information and contacts
<input type="checkbox"/>	Set up contracts for overnight security/patrol
<input type="checkbox"/>	Unplug Fitness Area equipment

Additional Items	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Notes:**



**Purpose:** Temporarily Shut Down Property

**Checklist:** General Checks

**Employee Name:**

**Department:**

**Date:**

**Location:**

**Floor:**

**Inspected by:**

General checks	
<input type="checkbox"/>	Reroute/forward calls to appropriate number
<input type="checkbox"/>	Set back any HVAC to 55F (low) 85 F (high)
<input type="checkbox"/>	Leave only the power required by HVAC, fire safety and security lighting on
<input type="checkbox"/>	Backup all servers
<input type="checkbox"/>	Remove any physical backup media (tapes/USB hard drives) from property and secure
<input type="checkbox"/>	Shut down servers, and secure. Tarp units to prevent dust or particulate from settling
<input type="checkbox"/>	Scan any paper files to local or cloud storage, and secure or destroy hard copies
<input type="checkbox"/>	Secure desktops/laptops or remove from property
<input type="checkbox"/>	Close drapes/window coverings
<input type="checkbox"/>	Provide pipe/drape for public area windows without covering
<input type="checkbox"/>	Secure parking structures

Additional Items	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Notes:**



<b>Purpose:</b> Temporarily Shut Down Property
<b>Checklist:</b> Financial Checks
<b>Employee Name:</b>
<b>Department:</b>

<b>Date:</b>
<b>Location:</b>
<b>Floor:</b>
<b>Inspected by:</b>

Prepare accounting systems to balance/close ledgers. Obtain proper sign-offs	
<input type="checkbox"/>	Deposit any cash on hand
<input type="checkbox"/>	Pass along any additional outstanding billing to corporate/ management/ownership
<input type="checkbox"/>	Change billing address for remaining bills

Alert service providers of shutdown/terminate or pause billing	
<input type="checkbox"/>	Water
<input type="checkbox"/>	Natural Gas
<input type="checkbox"/>	Electrical
<input type="checkbox"/>	POS
<input type="checkbox"/>	PMS
<input type="checkbox"/>	Service Delivery
<input type="checkbox"/>	Mobile Device Subscriptions (Verizon/T-Mobile/AT&T)
<input type="checkbox"/>	HSIA
<input type="checkbox"/>	TV Content
<input type="checkbox"/>	Telecom Circuits
<input type="checkbox"/>	Music/Messaging on Hold
<input type="checkbox"/>	Sales and Catering
<input type="checkbox"/>	Laundry Chemicals
<input type="checkbox"/>	Coffee/Tea/Beverage services (equipment removal may be part of this process)
<input type="checkbox"/>	Window Cleaning Service
<input type="checkbox"/>	Landscape services

Additional Items	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

<b>Notes:</b>
---------------