Hotel Room Checklist

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# Tasks:

☐ **To Protect Yourself**

☐ **If you are inside the room, turn the deadbolt and fasten the security chain.**

☐ **When you leave your hotel room, pull the door completely closed behind you - even on quick trips to the ice machine.**

☐ **Take the duplicate key if you are traveling alone.**

☐ **Use your peephole when someone knocks.**

☐ **Don't open your door if you are not comfortable doing so.**

☐ **Do not trust someone claiming to be a hotel employee if you are not expecting one.**

☐ **Leave the security chain engaged while opening the door for further protection.**

☐ **Never let a stranger trap you in your room.**

☐ **Check all windows and doors in your room every time you enter it and leave it to make sure they are closed and locked.**

☐ **When entering or leaving the hotel after dark, use the main entrance.**

☐ **To Protect Your Valuables**

☐ **Use the safe provided in the room to store keys, wallets, extra cash and credit cards, jewelry, and other small valuable items**

☐ **If no safe is supplied, check with the front desk.**

☐ **Don't leave cash, travelers checks and expensive electronics and jewelry lying around the room.**

☐ **Leave larger expensive or breakable objects at home.**

☐ **If you must bring expensive objects, store them in the closet and out of the way of the cleaning crew.**