

Hotel Rate and Availability Update Checklist

By Checklist.com

- ☐ **Record the approved change request**
Capture the request reference, approver, property, purpose, effective dates and intended channels. Clarify whether the instruction changes rates, availability, restrictions or a combination.
- ☐ **Confirm the owning system and update path**
Identify which system controls each value and whether an automated revenue or channel system may overwrite it. Use the authorized route rather than editing every connected system independently.
- ☐ **Capture the current settings and rollback reference**
Record the baseline values, active restrictions and mappings for the affected scope. Establish who can authorize rollback or temporary containment if verification fails.
- ☐ **Check room-type and rate-plan mappings**
Match internal and channel identifiers, occupancy levels and derived-rate relationships. Verify that the intended products are targeted and unrelated plans will not inherit an unintended change.
- ☐ **Check dates, currency and rate basis**
Confirm first and last stay dates, applicable weekdays, occupancy supplements and whether amounts include the relevant taxes or fees. Use the approved instruction; do not infer the basis from a similar rate.
- ☐ **Check availability and restrictions together**
Review inventory allocation, open or closed status and applicable stay or arrival restrictions. Confirm the intended combination and preserve restrictions outside the authorized scope.
- ☐ **Preview or independently review the update**
Use supported preview or a second-person check where the property requires it. Compare the proposed settings with the approved request before sending them live.
- ☐ **Apply the update and monitor distribution**
Execute through the approved source system. Record transmission time and any rejected, pending or partially processed channel results; do not mark a partial release as complete.
- ☐ **Test representative guest-facing searches**
Check affected room and rate plans for typical stays, boundary dates and relevant occupancy. Verify totals, inclusions, cancellation terms and intended restriction behavior without submitting an unauthorized booking.
- ☐ **Resolve failed or mismatched results**
Capture the failing search and settings, then follow the approved correction, containment or rollback process. Recheck after the change; do not assume a resend fixed every channel.
- ☐ **Record the release outcome and handover**
Record verified channels, remaining exceptions, owners and follow-up time. Notify reservations and relevant teams of changes that affect quotes or guest explanations.