**DAILY DECIDE**

# Guest Sleep Plan

Plan the space, ask the guest, then buy only what is missing.

For adults and older children. Reuse this sheet for each visit.

Visit dates and number of guests

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## 1 Agree on the arrangement

Sleeping spot and surface

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Guest preferences or practical access needs to plan for

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Quiet hours: _____ Morning reset time: _____

## 2 Check the space

Available clear space: _____ x _____ Units: _____

Open bed or usable sofa size: _____ x _____ Units: _____

[ ] Doors open fully [ ] Route to bathroom clear [ ] Setup instructions checked

Bag location, changing space and bathroom

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## 3 Gather what you already have

[ ] Sheet [ ] Pillow [ ] Blanket [ ] Towel [ ] Reachable light

Where bedding goes during the day

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Borrow or buy only this missing item: _____

Where it will be stored after the visit: _____

## 4 Make the reset easy

Evening: clear the route, set up bedding, show the bathroom and light.

Morning: gather belongings, store bedding, return furniture and check the route.

Aim for 15 minutes each. Allow extra time for the chosen bed setup.

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Before arrival: describe the actual setup and confirm it works for your guest.