

Hotel Room Inspection Checklist

Quality Control | US

DATE ____/____/____	ROOM NUMBER	ROOM TYPE	HOUSEKEEPER	INSPECTED BY
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ENTRANCE & DOOR

	PASS	FAIL	N/A		PASS	FAIL	N/A
Door lock and handle working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Light switches working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Peephole and security latch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	DND sign present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Door number clean and visible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Entry area clean, no marks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

BEDROOM

	PASS	FAIL	N/A		PASS	FAIL	N/A
Bed made to standard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Closet clean and empty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linen clean, no stains	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hangers in place (min 6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pillows plump and even	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Desk / table clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nightstands dusted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Trash can empty and lined	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lamps and reading lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Carpet vacuumed, no stains	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drapes / blinds working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Windows and mirror clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

BATHROOM

	PASS	FAIL	N/A		PASS	FAIL	N/A
Toilet clean and sanitized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Towels fresh and folded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sink and vanity clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Bathmat in place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faucets working, no drips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mirror clean, no smears	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shower / tub clean, no mold	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Floor clean and dry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drain clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Trash can empty and lined	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

AMENITIES & SUPPLIES

	PASS	FAIL	N/A		PASS	FAIL	N/A
Soap and body wash	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Coffee maker clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shampoo and conditioner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Iron and board present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toilet paper and spare roll	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hair dryer present and working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tissues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	TV remote working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drinking glasses clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Guest information present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

OVERALL PRESENTATION

	PASS	FAIL	N/A		PASS	FAIL	N/A
No unpleasant odors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No visible maintenance issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Room temperature comfortable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Room ready for guest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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ISSUES FOUND

Details of failed items and action required

Notes

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