Hotel room inspection checklist

Date _____ **Room no.** _____

Floor _____ **Housekeeper** _____

Inspector _____ **Time** _____

Entry and living area

	Pass	Fail	N/A
Door opens, closes and locks, and the chain or latch works	☐	☐	☐
Floor clean, with no spills or hazards underfoot	☐	☐	☐
Lights and lamps work	☐	☐	☐
Curtains and blinds hang right and open and close	☐	☐	☐
Surfaces dusted and clean, and trash emptied	☐	☐	☐
TV and remote work, and the room phone works	☐	☐	☐

Bed and furniture

	Pass	Fail	N/A
Bed made to standard, with clean linens and no stains	☐	☐	☐
Mattress and pillows clean and in good condition	☐	☐	☐
Furniture stable, with no broken or sharp parts	☐	☐	☐
Under the bed and behind the furniture checked	☐	☐	☐
Closet, hangers and drawers clean and empty	☐	☐	☐

Bathroom

	Pass	Fail	N/A
Toilet, sink, tub and shower clean and draining	☐	☐	☐
Hot and cold water work, and there are no leaks	☐	☐	☐
Mirror and fixtures clean	☐	☐	☐
Towels, soap and amenities stocked	☐	☐	☐
Floor dry, with a non-slip mat where the room has one	☐	☐	☐
Exhaust fan works	☐	☐	☐

Safety and maintenance

	Pass	Fail	N/A
Smoke alarm in place, and the test button is checked on the schedule	☐	☐	☐
Window and balcony latches work	☐	☐	☐
Exit route sign in place and the path clear	☐	☐	☐
Electrical outlets and cords in good condition	☐	☐	☐
Cleaning chemicals labeled, and none left in the room	☐	☐	☐
Needles, broken glass or other hazards found and handled safely	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____