

To help hoteliers and maintenance staff ensure thorough room inspections, here's a detailed, printable checklist that can be used directly in hotel operations. This checklist covers all major hotel room areas and can be customized to fit specific property needs.

Room number: _____

Date: _____

Inspector: _____

Entrance and General Room Condition

- Door and frame in good condition
- Peephole functional
- Do Not Disturb sign present and undamaged
- Room number clearly visible
- Walls clean and undamaged
- Flooring clean and undamaged
- Ceiling clean and free of stains
- Curtains/drapes are clean and functional
- Windows clean and properly sealed
- Adequate lighting throughout the room

Bed and Bedding

- The mattress is in good condition (no sagging or stains)
- The bed frame is sturdy and noise-free
- The headboard is secure and clean
- Linens clean and free of tears
- Pillows clean and fluffy
- Extra blanket available and clean

Furniture and Amenities

- All furniture is clean and undamaged
- The desk/work area is clean and functional
- Chairs and sofas in good condition
- Drawers and closets are clean and functional
- Hangers available and in good condition
- Iron and ironing board present and functional
- Safe operational and reset
- The mini-fridge is clean and at the correct temperature
- The coffee maker is clean and functional
- Ice bucket and glasses clean

Electronics and Electrical

- The TV remote control is present and functional
- TV functioning properly with a clear picture
- All lamps working with no flickering
- The alarm clock is set to the correct time and functional
- All power outlets are functioning
- The hair dryer is present and operational
- The Wi-Fi signal is strong, and login information is available

Bathroom

- Toilet clean and functioning properly
- Sink and faucets clean and operational
- Bathtub/shower clean and draining properly
- Shower curtain/door clean and functional
- Hot and cold water running correctly
- Towels clean, undamaged, and adequately stocked
- Toiletries fully stocked
- Toilet paper and tissues available
- Bathroom mirror clean and undamaged
- Ventilation fan operational

Climate Control

- Thermostat functioning and set to appropriate temperature
- Air conditioning/heating system operational and quiet
- Air filters clean

Safety and Security

- Smoke detector operational
- Carbon monoxide detector operational (if applicable)
- Fire evacuation plan clearly posted
- In-room safe operational
- All locks on windows and doors functioning

Cleanliness and Odor

- Room has a fresh, clean smell
- No visible dust on surfaces
- Carpets vacuumed and free of stains
- No signs of pests

Additional Notes:

Completed by: _____ Signature: _____

Customize this checklist to your hotel's needs

This checklist can be printed out and used daily by housekeeping and maintenance staff. It ensures that all critical aspects of room maintenance are regularly checked and addressed, helping to maintain high standards of quality and guest satisfaction.

Remember to adapt this checklist to your hotel's needs, potentially adding or removing items based on your unique amenities or brand standards. Regular training on using this checklist effectively will help ensure consistent room quality across your property.

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