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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