



Guest Room Cleaning & Inspection Checklist

 Show only Checklist

Display Style
Default 

Arrival & Initial Assessment

Check the room upon guest departure for overall condition and note any damage or excessive soiling.

Room Number

Enter a number...

Guest Departure Date

Enter date...



Arrival Time for Cleaning

Enter time...

Overall Room Condition Notes (Pre-Cleaning)

Write something...

Any Signs of Damage?

Yes

No

Excessive Soiling?

Yes

No

Damage/Soiling Details (If Yes)

Write something...

Photos of Damage/Soiling (Optional)

 Upload File

Linen & Bedding

Focus on removing soiled linens, inspecting mattresses and pillows, and ensuring fresh bedding is properly made.

Bed Type Configuration (King, Queen, Twins)

- King
- Queen
- Twins

Number of Pillowcases Used

Enter a number...

Mattress Protector Condition

- Clean
- Stained
- Torn
- Requires Replacement

Notes on Bedding Condition (Stains, Odors, Damage)

Write something...

Blanket Condition

- Clean
- Stained
- Torn
- Requires Replacement

Number of Sheets Used

Enter a number...

Bathroom Cleaning

Detailed cleaning of all bathroom surfaces, fixtures, and amenities.

Toilet Condition

- Clean
- Slightly Soiled
- Heavily Soiled
- Requires Deeper Cleaning

Shower/Tub Condition

- Clean
- Soap Scum Present
- Mold/Mildew Present
- Requires Deeper Cleaning

Number of Shower Dispensers (Shampoo)

Enter a number...

Number of Shower Dispensers (Conditioner)

Enter a number...

Number of Soap Bars

Enter a number...

Mirror Cleanliness

- Clean
- Smudges Present
- Water Spots
- Requires Cleaning

Notes on Bathroom Cleaning

Write something...

Surface Cleaning & Dusting

Thorough cleaning of all visible surfaces, including furniture, lamps, and window sills.

Dusting of Furniture (Headboard, Nightstands, Desk)

- Complete
- Partial
- Not Completed

Dusting of Lamps & Fixtures

- Complete
- Partial
- Not Completed

Cleaning of Mirrors & Glass Surfaces

- Complete
- Partial
- Not Completed

Cleaning of Window Sills and Frames

- Complete
- Partial
- Not Completed

Notes on Surface Condition (Stains, Scratches, Damage)

Write something...

Spot Cleaning of Walls (if needed)

- Yes
- No

Floor Care

Cleaning of carpets, rugs, and hard flooring, ensuring a presentable and hygienic surface.

Flooring Type:

- Carpet
- Hardwood
- Tile
- Vinyl

Carpet/Rug Condition:

- Clean
- Minor Stains
- Significant Stains
- Requires Professional Cleaning

Spot Cleaning Solution Used (if applicable):

Enter a number...

Detailed Description of Floor Cleaning Actions:

Write something...

Hard Floor Shine:

- Dull
- Moderate
- Shiny

Floor Issues Found:

- Stains
- Scratches
- Loose Tiles/Planks
- Sticky Residue
- None

Amenities & Supplies

Restocking all guest amenities and ensuring adequate supplies are available.

Shampoo Bottles Remaining

Enter a number...

Conditioner Bottles Remaining

Enter a number...

Soap Bars Remaining

Enter a number...

Hand Soap Dispenser Fill Level (scale of 1-5)

Enter a number...

Coffee/Tea Supplies Provided?

Yes

No

Coffee Pods/Tea Bags Remaining

Enter a number...

Fresh Towels Provided?

- Yes
- No

Missing Amenities?

- Lotion
- Shower Cap
- Sewing Kit
- Razor
- Cotton Swabs
- Other (Specify in Long Text)

Other Missing Amenities (if selected)

Write something...

HVAC & Functionality

Verify proper operation of heating, ventilation, and air conditioning, and check functionality of all appliances and electronics.

Room Temperature (Celsius)

Enter a number...

HVAC Operation Status

- Heating
- Cooling
- Fan Only
- Off
- Malfunctioning

Noise Level (HVAC)

- Normal
- Slightly Noisy
- Excessively Noisy
- Not Audible

TV Functionality

- Working
- No Power
- No Sound
- Malfunctioning

Lamp Functionality (all lamps)

- Working
- Broken Bulb
- Malfunctioning

Notes on HVAC or Appliance Issues

Write something...

Final Inspection & Documentation

A comprehensive final check and record any issues needing repair or maintenance.

Room Number

Write something...

Completion Date

Enter date...

Completion Time

Enter time...

Overall Room Condition

- Excellent
- Good
- Fair
- Poor

Notes/Comments (Damage, Maintenance Requests)

Write something...

Keys Status

- Returned
- Not Returned

Temperature (Celsius/Fahrenheit)

Enter a number...

Inspector Signature
