



# Guest Room Cleaning & Inspection Checklist

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## 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

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