



Guest Room Cleaning & Inspection Checklist

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

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

Conditioner Bottles Remaining

Soap Bars Remaining

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)

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

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