



Hotel Departure Checklist Template

 Show only Checklist

Display Style
Default 

Guest Room Inspection

Verify room is clean, undamaged, and all items are accounted for.

Room Number

Enter a number...

Overall Cleanliness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor



Bed Condition

- ☐ Perfect
- ☐ Minor Wrinkles
- ☐ Significant Wrinkles
- ☐ Damaged

Bathroom Cleanliness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Damage/Maintenance Notes

Write something...

Missing Amenities?

- ☐ Toiletries
- ☐ Towels
- ☐ Coffee/Tea
- ☐ Remote Control
- ☐ None

Photo Evidence (if needed)

 Upload File

Key Control

Collect and log all room keys and fobs.

Room Number

Key Number(s)

Key Status

- ☐ Collected
- ☐ Lost
- ☐ Duplicate Required

Collection Date

Collection Time

Employee Initials

Write something...

Key Type

- ☐ Standard Room Key
- ☐ Fob
- ☐ Master Key

HVAC & Utilities

Confirm HVAC is off and utilities are shut off.

Thermostat Setting (Last)

Enter a number...

HVAC Unit Status

- ☐ On
- ☐ Off

Voltage (if applicable)

Enter a number...

Water Heater Status

☐ On

☐ Off

Time Unit Last Serviced

Enter time...

Notes on HVAC/Utilities

Write something...

Lost & Found

Check for any left-behind items and log in Lost & Found.

Description of Item

Write something...

Item Category

- ☐ Clothing
- ☐ Electronics
- ☐ Personal Care
- ☐ Jewelry/Valuables
- ☐ Other

Estimated Value (USD)

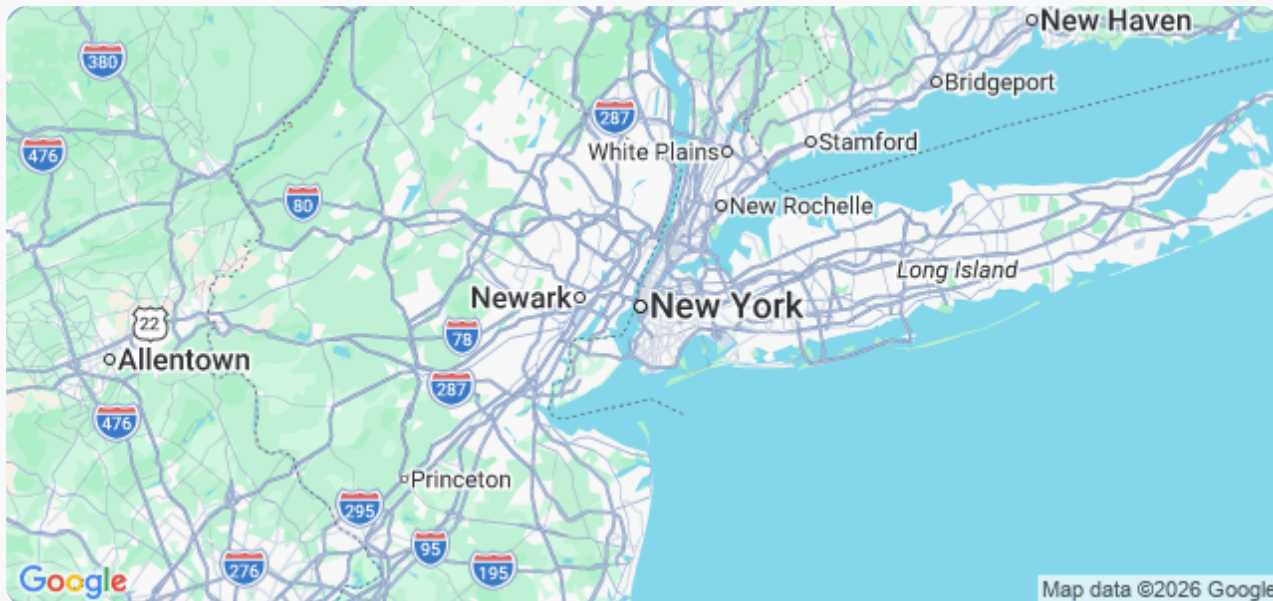
Enter a number...

Date Found

Enter date...

Location Found (Room Number/Area)

 [Set My Current Location](#)



Guest Name (if known)

Write something...

Photo of Item (Optional)

 [Upload File](#)

Damage Reporting

Document any existing or new damage to the room and report it.

Detailed Description of Damage

Write something...

Estimated Repair Cost (\$)

Damage Category

- ☐ Structural
- ☐ Cosmetic
- ☐ Plumbing
- ☐ Electrical
- ☐ HVAC
- ☐ Other

Attach Photos of Damage

 Upload File

Urgency Level

- ☐ High
- ☐ Medium
- ☐ Low

Date of Damage Observed

Final Walk-Through

Perform a final check to ensure everything is in order.

Room Number Verified

Damaged Items Noted?

- ☐ None
- ☐ Minor
- ☐ Major

HVAC Status

- ☐ Off
- ☐ On

Lights Functioning?

- ☐ Yes
- ☐ No

Any Unusual Odors?

Inspection Date

Housekeeping Communication

Communicate room status and any required maintenance to housekeeping.

Maintenance Requests

Write something...

Room Condition Issues

- ☐ Damaged Furniture
- ☐ Plumbing Leak
- ☐ HVAC Malfunction
- ☐ Broken Appliance
- ☐ Stain/Damage to Carpet/Upholstery
- ☐ Missing Amenities

Estimated Repair Time (Hours)

Enter a number...

Priority Level

- ☐ High
- ☐ Medium
- ☐ Low

Reported Date

Enter date...

Billing & Payment

Verify guest has settled their bill and payments are processed.

Room Charge

Tax Amount

Service Charge

Discounts Applied

Total Amount Due

Payment Method

- ☐ Cash
- ☐ Credit Card
- ☐ Debit Card
- ☐ Online Payment
- ☐ Traveler's Check

Payment Notes/Comments

Write something...