

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)

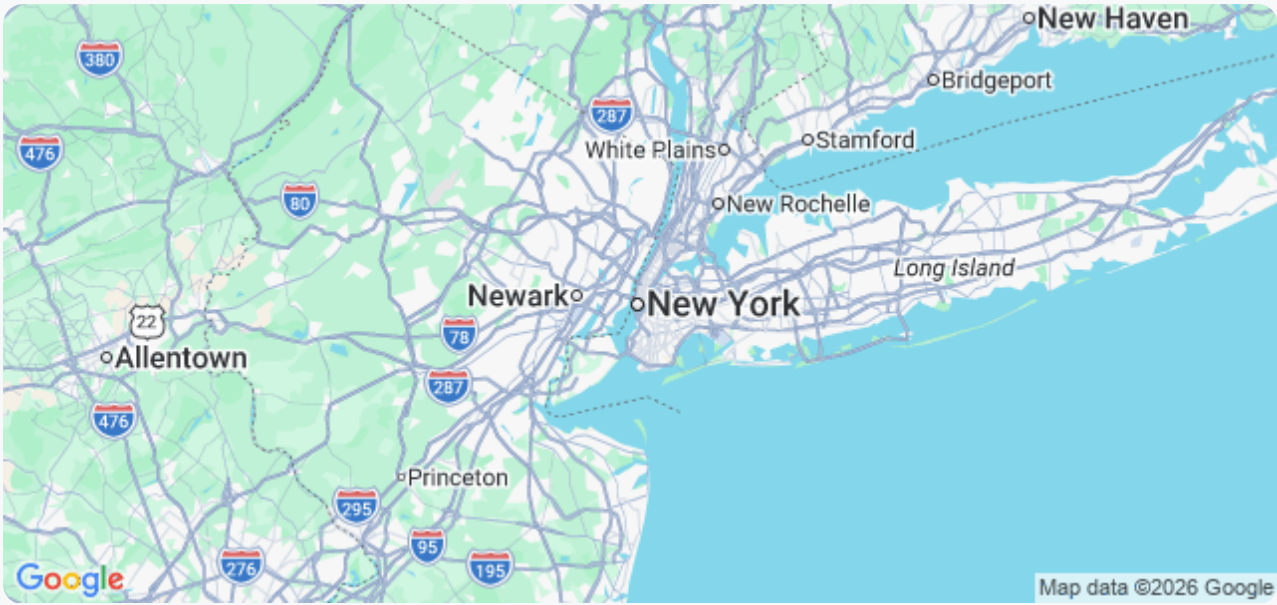
Enter a number...

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...