



Hotel Departure Checklist Template

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