



Hotel Housekeeping Supervisor Inspection Checklist 2026

Guest Room Entry & Arrival Standards

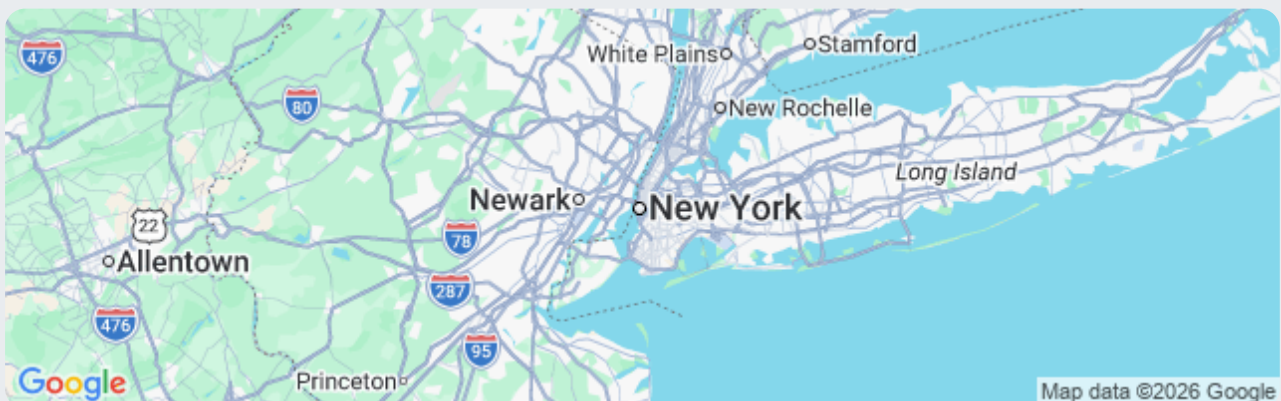
Verification of door lock functionality, room temperature, lighting, and initial scent/atmosphere upon entry.

Inspection Date

Inspection Time

Room Number

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Room Entry Door Condition

- ☐ Clean & Functional
- ☐ Scratched/Damaged
- ☐ Lock/Latch Malfunction

Initial Room Temperature

- ☐ Optimal
- ☐ Too Cold
- ☐ Too Warm

Arrival Odor/Scent Check

- ☐ Fresh/Neutral
- ☐ Musty/Damp
- ☐ Chemical/Strong Cleaning Odor
- ☐ Smoke/Stale Air

Entry Deficiencies & Notes

Write something...

Supervisor Signature

Bedding & Linen Quality Inspection

Evaluation of mattress protectors, sheet crispness, pillow alignment, and absence of stains or hair on linens.

Mattress Protector Condition

- ☐ Clean & Intact
- ☐ Needs Replacement
- ☐ Stained/Damaged

Sheet & Pillowcase Crispness

- ☐ Pass
- ☐ Fail

Detected Linen Issues

- ☐ Stains
- ☐ Loose Threads
- ☐ Hair/Debris
- ☐ Creases/Wrinkles
- ☐ Missing Items

Detailed Discrepancy Notes

Write something...

Photo Evidence of Defect

 **Upload File**

Supervisor Verification

Dusting & Surface Sanitation

Comprehensive check of high-touch surfaces, including nightstands, TV remotes, headboards, and window sills.

High-Touch Surface Cleanliness Status

- ☐ Pass
- ☐ Fail
- ☐ Requires Immediate Attention

Surfaces Inspected

- ☐ TV & Remote Control
- ☐ Nightstands & Side Tables
- ☐ Headboard & Wall Decor
- ☐ Window Sills & Ledges
- ☐ Light Switches & Outlets

Dust or Residue Notes

Write something...

Photo Evidence of Inspection



Upload File

Supervisor Verification



Bathroom Cleanliness & Hygiene

Deep dive into vanity area, mirror clarity, toilet sanitation, shower/tub scrub levels, and drain functionality.

Toilet Sanitization Status

☐ Pass

☐ Fail

Areas Requiring Attention

☐ Mirror/Glass

☐ Sink/Faucet

☐ Shower/Tub

☐ Toilet Base

☐ Floor/Grout

Sanitation Deficiencies Noted

Write something...

Photo Evidence of Issue

 Upload File

Time Spent Inspecting (Minutes)

Enter a number...

Supervisor Verification

Amenity Replenishment & Presentation

Audit of toiletries, coffee station supplies, stationery, and branded collateral availability and placement.

Amenities Verified

- ☐ Toiletries (Shampoo, Conditioner, Soap)
- ☐ Dental/Vanity Kit
- ☐ Coffee/Tea Station Supplies
- ☐ Bottled Water
- ☐ Stationery & In-room Directory
- ☐ Slippers & Robes

Missing Item Count

Enter a number...

Presentation Quality Score

- ☐ Excellent
- ☐ Acceptable
- ☐ Needs Improvement
- ☐ Failed

Discrepancy Notes

Write something...

Photo Evidence

 Upload File

Floor & Carpet Care

Inspection of carpet vacuuming patterns, rug edges, hard floor polishing, and removal of any debris or stains.

Carpet Condition Status

- ☐ Clean & Vacuumed
- ☐ Stains Detected
- ☐ Needs Deep Cleaning
- ☐ Damaged/Frayed

Description of Identified Stains or Damage

Write something...

Areas Inspected

- ☐ Main Bedroom Area
- ☐ Entryway/Hallway
- ☐ Under Furniture
- ☐ Rug/Area Mats

Number of Hard Floor Areas Inspected

Enter a number...

Photo Evidence of Floor Condition

 Upload File

Supervisor Verification

Closet & Storage Organization

Verification of robe placement, hanger counts, safe functionality, and iron/ironing board cleanliness.

Closet Condition Status

- ☐ Perfect
- ☐ Minor Issues
- ☐ Requires Immediate Attention

Inventory Items Present

- ☐ Robes
- ☐ Slippers
- ☐ Extra Pillows
- ☐ Hangers
- ☐ Iron & Ironing Board
- ☐ In-Room Safe

Missing or Damaged Items Note

Write something...

Hanger Count Verified

Enter a number...

Supervisor Verification

Window, Curtains & Lighting Functionality

Assessment of blackout curtain tracks, window glass clarity, and testing of all lamps and overhead fixtures.

Window Glass Clarity

- ☐ Crystal Clear
- ☐ Smudges/Streaks Detected
- ☐ Requires Cleaning

Curtain & Blind Functionality

- ☐ Smooth Operation
- ☐ Stuck/Difficult to Move
- ☐ Damaged/Torn

Lighting Fixture Status

- ☐ All Bulbs Working
- ☐ Dim/Flickering Light
- ☐ Broken Fixture
- ☐ Lamp Shade Damaged

Defect Details & Maintenance Notes

Write something...

Photo Evidence of Issue

 Upload File

Furniture & Hardware Integrity

Check for loose screws, wobbly furniture, damaged upholstery, or chipped wood surfaces.

Chair & Armchair Condition

- ☐ Excellent
- ☐ Minor Wear
- ☐ Damaged - Needs Repair
- ☐ Unacceptable - Replace

Desk & Table Stability Check

- ☐ Stable
- ☐ Wobbly/Unstable

Identified Hardware Issues

- ☐ Loose Screws
- ☐ Chipped Wood/Veneer
- ☐ Scratched Surface
- ☐ Broken Drawer/Slide
- ☐ Damaged Upholstery

Detailed Damage Description

Write something...

Photo Documentation of Damage

 Upload File

Supervisor Verification

Final Room Walkthrough & Safety Check

Final sweep for forgotten items, verification of thermostat settings, and ensuring all windows/doors are securely locked.

Inspection Date

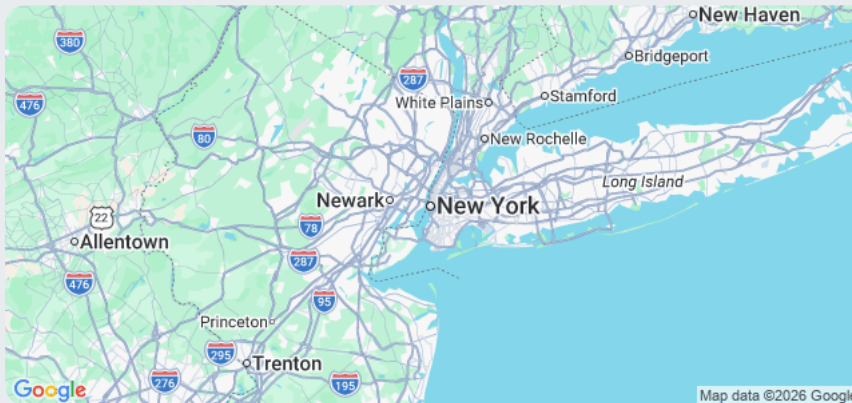
Enter date...

Time of Inspection

Enter time...

Room Number

 [Set My Current Location](#)



Safety Feature Verification

- ☐ Smoke Detector functional
- ☐ Emergency Exit map present
- ☐ Door deadbolt working
- ☐ Window locks secured

Discrepancies or Maintenance Notes

Write something...

Supervisor Signature

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✔ Finish

✎ Generate Sample Report