



Hotel Room Inspection Checklist Template

 Show only Checklist

Display Style
Default 

Arrival & General Impression

Initial assessment upon entering the room.

Room Number

Enter a number...

Inspection Time

Enter time...



Overall First Impression

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

Notes (Smell, Noise, etc.)

Write something...

Door Secure?

- ☐ Yes
- ☐ No

Temperature (Celsius/Fahrenheit)

Enter a number...

Cleanliness - Surfaces

Check all surfaces for dust, stains, and debris.

Dust Level on Nightstands

- ☐ None
- ☐ Light
- ☐ Moderate
- ☐ Heavy

Dust Level on Dresser

- ☐ None
- ☐ Light
- ☐ Moderate
- ☐ Heavy

Stain Presence on Desk

- ☐ None
- ☐ Minor
- ☐ Significant

Window Sill Cleanliness

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty

Number of Cobwebs

Enter a number...

Additional Notes on Surface Cleanliness

Write something...

Cleanliness - Bathroom

Detailed inspection of the bathroom fixtures and floor.

Mirror Clarity (1-5, 1=Cloudy, 5=Spotless)

Shower/Tub Cleanliness (1-5, 1=Dirty, 5=Sparkling)

Toilet Bowl Condition

- ☐ Clean
- ☐ Slightly Stained
- ☐ Stained
- ☐ Requires Cleaning

Sink Condition

- ☐ Clean
- ☐ Water Spots
- ☐ Stain
- ☐ Requires Cleaning

Floor Issues

- ☐ Hair
- ☐ Water Spots
- ☐ Stains
- ☐ Debris

Specific Bathroom Cleaning Notes

Write something...

Grout Condition

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

Furniture & Fixtures

Verify condition and functionality of all furniture and fixtures.

Bed Condition

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

Table Condition

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

Chair Condition (if applicable)

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

Number of Pillows

Enter a number...

Notes on Furniture Damage/Wear

Write something...

Lamp Functionality

- ☐ Working
- ☐ Not Working
- ☐ Dim/Flickering

Mirror Condition

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

Appliances & Electronics

Test all appliances (TV, coffee maker, refrigerator, etc.) and electronics.

TV Volume (check level)

TV Remote Functionality

- ☐ Working
- ☐ Not Working
- ☐ Limited Functionality

Telephone Functionality

- ☐ Working
- ☐ Not Working
- ☐ Limited Functionality

Wi-Fi Connectivity

- ☐ Connected
- ☐ Not Connected
- ☐ Weak Signal

Refrigerator Temperature (°C)

Enter a number...

Coffee Maker Condition

- ☐ Clean
- ☐ Needs Cleaning
- ☐ Damaged

Notes on Electronics/Appliances

Write something...

Amenities & Supplies

Ensure all promised amenities and supplies are present and in good condition.

Quantity of Towels

Quantity of Washcloths

Quantity of Hand Soap Dispensers (full)

Quantity of Shampoo Bottles (full)

Quantity of Conditioner Bottles (full)

Coffee/Tea Supplies Available?

- ☐ Yes
- ☐ No

Iron & Ironing Board Present?

- ☐ Yes
- ☐ No

Hair Dryer Present?

- ☐ Yes
- ☐ No

Safety & Security

Verify safety devices and security features are operational.

Smoke Detector Functionality

- ☐ Working
- ☐ Needs Battery
- ☐ Malfunctioning - Report

Carbon Monoxide Detector (if applicable)

- ☐ Present & Working
- ☐ Missing
- ☐ Malfunctioning - Report

Door Lock Functionality

- ☐ Working Properly
- ☐ Loose/Damaged
- ☐ Key Card Reader Issues

Window/Balcony Safety (if applicable)

- ☐ Secure & Functional
- ☐ Latch Broken
- ☐ Missing Screen

Fire Extinguisher Inspection Date

Enter a number...

Emergency Exit Map Visible & Accessible

- ☐ Yes
- ☐ No

Maintenance & Repairs

Note any necessary repairs or maintenance items.

Describe any visible damage (e.g., cracks, scratches, chips)

Write something...

Room Temperature (Celsius/Fahrenheit)

Enter a number...

Detailed description of any plumbing issues (leaks, slow drains)

Write something...

HVAC Functionality

- ☐ Working Properly
- ☐ Cooling Issue
- ☐ Heating Issue
- ☐ Not Functioning
- ☐ Unknown

Date of Reported Issue

Enter date...

Any other maintenance concerns?

Write something...

Overall Condition & Guest Readiness

Final assessment of the room's suitability for guests.

Room Odor

- ☐ Fresh
- ☐ Mild
- ☐ Noticeable
- ☐ Unpleasant

Temperature (Celsius)

Enter a number...

Lighting Functionality

- ☐ All lights working
- ☐ Minor light issue
- ☐ Major light issue

Additional Notes/Comments

Write something...

Overall Room Appearance

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

Room Ready for Guest?

- ☐ Yes
- ☐ No