

# 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