



Hotel Room Inspection Checklist Template

Arrival & General Impression

Initial assessment upon entering the room.

Room Number

Inspection Time

Overall First Impression

- Excellent
- Good
- Fair
- Poor

Notes (Smell, Noise, etc.)

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)

Enter a number...

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

Enter a number...

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

Enter a number...

Quantity of Washcloths

Enter a number...

Quantity of Hand Soap Dispensers (full)

Enter a number...

Quantity of Shampoo Bottles (full)

Enter a number...

Quantity of Conditioner Bottles (full)

Enter a number...

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