

Hotel Room Maintenance Checklist Template

 Show only Checklist

Display Style
Default 

Arrival/Daily Walkthrough

Initial assessment of room condition upon guest arrival or during daily checks.

Date of Walkthrough

Enter date...

Time of Walkthrough

Enter time...



Overall Room Condition

- Excellent
- Good
- Fair
- Poor

Detailed Notes on Room Condition

Write something...

Visible Issues (Check all that apply)

- Dust/Dirt
- Stains
- Damage
- Odors
- Noise

Room Number

Enter a number...

HVAC System

Inspection and maintenance of heating, ventilation, and air conditioning.

Room Temperature (Fahrenheit)

Enter a number...

Supply Air Temperature (Fahrenheit)

Enter a number...

Return Air Temperature (Fahrenheit)

Enter a number...

Filter Condition

- Clean
- Slightly Dirty
- Dirty - Replace
- Very Dirty - Replace

Last Filter Change Date

Enter date...

Time of Inspection

Enter time...

Noise Level

- Normal
- Slightly Noisy
- Excessively Noisy

Notes and Observations

Write something...

Plumbing

Checks for leaks, proper drainage, and functionality of fixtures.

Water Pressure (PSI)

Enter a number...

Faucet Functionality

- Working Properly
- Dripping
- Low Flow
- Broken

Toilet Flush Performance

- Flushing Properly
- Weak Flush
- Clogged
- Running

Drainage Time (seconds)

Enter a number...

Shower Head Condition

- Good
- Clogged
- Leaking

Notes on any leaks or unusual noises

Write something...

Electrical

Verification of lighting, outlets, and appliances; safety checks.

Outlet Voltage (V)

Enter a number...

Lamp Wattage (W)

Enter a number...

Light Fixture Condition

- Working
- Dim
- Not Working
- Damaged

Outlet Functionality

- Working
- Not Working
- Sparking
- Loose

Last Electrical Inspection Date

Enter date...

Notes on Electrical Condition

Write something...

Smoke Detector Status

- Working (Green Light)
- Low Battery (Yellow Light)
- Not Working (No Light)

Furniture & Fixtures

Inspection of beds, chairs, tables, lamps, and other furniture for damage or wear.

Bed Frame Condition (1-5, 1=Excellent, 5=Damaged)

Enter a number...

Chair Upholstery Condition

- Excellent
- Good
- Fair
- Poor
- Needs Replacement

Lamp Functionality (1-5, 1=Working, 5=Broken)

Enter a number...

Desk/Table Surface Notes

Write something...

TV Functionality

- Working
- No Picture
- No Sound
- Remote Issue
- Needs Repair

Mirror Condition (1-5, 1=Perfect, 5=Cracked)

Enter a number...

Bathroom

Detailed inspection of shower/tub, toilet, sink, and accessories.

Water Pressure (PSI)

Enter a number...

Showerhead Condition

- Excellent
- Good
- Fair
- Poor

Toilet Flush Function

- Normal
- Weak
- Leaking
- Running

Sink Drain Time (seconds)

Enter a number...

Notes on Tile/Grout Condition

Write something...

Mirror Condition

- Excellent
- Good
- Fair
- Poor

Last Grout Cleaning Date

Enter date...

Window & Door Security

Verification of locks, window operation, and overall security.

Window Lock Status

- Functional
- Malfunctioning
- Missing

Door Lock Status

- Functional
- Malfunctioning
- Missing

Window Hinge Condition (1-5, 1=Excellent, 5=Poor)

Enter a number...

Door Frame Condition (1-5, 1=Excellent, 5=Poor)

Enter a number...

Notes on Window/Door Security

Write something...

Deadbolt Functionality

- Working
- Stiff/Difficult to Operate
- Not Present

Last Security Inspection Date

Enter date...

Cleaning Supplies & Amenities

Check stock levels and replenish as needed.

Shampoo Bottles Remaining

Enter a number...

Conditioner Bottles Remaining

Enter a number...

Soap Bars Remaining

Enter a number...

Toilet Paper Rolls Remaining

Enter a number...

Coffee Pods Type

- Regular
- Decaf
- Specialty Blend

Coffee Pods Remaining

Enter a number...

Replenish Amenities

- Shampoo
- Conditioner
- Soap
- Lotion
- Coffee

Repairs & Follow-Up

Documentation of any necessary repairs and tracking of completion.

Repair Description

Write something...

Priority Level (1-5, 1=High)

Enter a number...

Date Reported

Enter date...

Estimated Completion Date

Enter date...

Assigned Technician

- Technician A
- Technician B
- Technician C

Technician Notes/Updates

Write something...

Status

- Open
- In Progress
- Completed
- On Hold

Date Completed

Enter date...

Safety Equipment

Verify functionality and presence of smoke detectors, fire extinguishers, etc.

Smoke Detector Status

- Functional
- Needs Battery
- Defective - Replace
- Missing

Fire Extinguisher Inspection

- Pass
- Needs Recharge
- Defective - Replace
- Missing

Last Fire Extinguisher Service Date

Enter date...

Emergency Exit Sign Illumination

- Functional
- Dim
- Defective - Replace
- Missing

Smoke Detector Battery Level (if applicable)

Enter a number...

Carbon Monoxide Detector Status (if applicable)

- Functional
- Needs Battery
- Defective - Replace
- Missing