



Hotel Room Maintenance Checklist Template

Arrival/Daily Walkthrough

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

Date of Walkthrough

Time of Walkthrough

Overall Room Condition

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

Detailed Notes on Room Condition

Visible Issues (Check all that apply)

- ☐ Dust/Dirt