



Hotel Staff Uniform & Grooming Standards Audit 2026 Checklist

Uniform Cleanliness & Maintenance

Verification of-pressed clothing, absence of stains, holes, or fraying, and overall fabric integrity.

Shirt/Blouse Condition

- ☐ Clean and Pressed
- ☐ Wrinkled
- ☐ Stained/Soiled

Trousers/Skirt Inspection

- ☐ Excellent Condition
- ☐ Visible Stains
- ☐ Damaged/Frayed

Apron/Vest Cleanliness (if applicable)

- ☐ Clean
- ☐ Dirty
- ☐ Not Applicable

Specific Maintenance Issues

Write something...

Photo Evidence of Uniform Defect

 Upload File

Personal Grooming & Hygiene

Inspection of hair styling, facial hair grooming, nail cleanliness, and personal scent neutrality.

Hair & Facial Hair Grooming Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ N/A

Hygiene Inspection Points

- ☐ Nails Clean & Trimmed
- ☐ Breath & Oral Hygiene
- ☐ Hands & Fingernails Clean
- ☐ Scent/Perfume Neutrality

Grooming Deficiencies Noted

Write something...

Inspection Date

Enter date...

Auditor Signature

Name Tag & Identification Compliance

Ensuring name badges are present, clean, correctly positioned, and clearly legible.

Name Tag Presence

- ☐ Present
- ☐ Missing

Name Tag Condition

- ☐ Clean and Readable
- ☐ Scratched/Damaged
- ☐ Faded/Illegible

Correct Placement

- ☐ Correctly Positioned
- ☐ Incorrectly Positioned

Observations & Corrective Actions

Write something...

Auditor Signature

Footwear & Accessories Standards

Audit of polished footwear, compliance with footwear safety/style policy, and appropriate jewelry/accessory usage.

Footwear Condition

- ☐ Polished and Clean
- ☐ Worn or Scuffed
- ☐ Non-Compliant Style

Approved Accessories Present

- ☐ Company ID Badge
- ☐ Functional Radio/Earpiece
- ☐ Black Belt (If required)
- ☐ Company Lanyard

Socks/Hosiery Compliance

- ☐ Complies with Uniform Policy
- ☐ Non-Compliant Color/Style

Observed Issues

Write something...

Auditor Verification

Uniform Accessories & Equipment

Checking for necessary functional items such as functional pens, pocket notebooks, radios, or mobile devices.

Required Equipment Present

- ☐ Name Badge
- ☐ Functional Pen/Writing Instrument
- ☐ Communication Radio/Earpiece
- ☐ Order Pad/Notebook
- ☐ Service Tray/Tools

Condition of Accessories

- ☐ Excellent
- ☐ Good
- ☐ Needs Immediate Replacement

Missing or Damaged Items Notes

Write something...

Auditor Verification

Posture & Professional Presentation

Observing body language, adherence to-standing protocols, and overall professional demeanor while in uniform.

Standard of Professional Posture

- ☐ Excellent - Maintains upright and welcoming posture
- ☐ Acceptable - Standard posture maintained
- ☐ Needs Improvement - Slumping or unprofessional stance observed

Observed Body Language Traits

- ☐ Eye Contact Maintained
- ☐ Approachable Smile
- ☐ Hands Kept Out of Pockets
- ☐ Attentive Listening Stance

Detailed Observations

Write something...

Auditor Verification

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