HOTEL ROOM INSPECTION CHECKLIST

Bedroom & Beds

Floors Cleaned	
Walls Cleaned	
Ceiling Cleaned	
Linens Cleaned & Checked	
Bedspread Cleaned	

Doors

Exterior Cleaned	
Interior Cleaned	

Windows

Exterior Cleaned	
Interior Cleaned	
Joints Cleaned	
Curtains Cleaned	

Furniture

Furniture Dusted	
Hangers Replaced	
Lights Checked	
Disposals Discarded	
Trashcane Emptied	
Glasses in Place	
Room Amenities Replenished	
Mirrors Cleaned	
Television Dusted	
Lampshades Dusted	
Phone Disinfected	
Drapes Hunged	
Room Disinfected	

Bathroom

Toilet Disinfected	
Tub/Shower Cleaned	
Sweep & mop Floors	
Clean Sink, Fausets, Curtains & Mirrors	
Stock Hand Towels	
Stock Toilet Rolls	
Stock Bodywash, Shampoos & Soaps	
Shower Cleaned	
Ceiling Cleaned	
Room Amenities Replenished	
Floors Washed	
Trashcane Emptied	
Ventilation Dusted	
Walls Cleaned	
Room Disinfected	

Additional Dusting

Shelf & Hangers	
All Wood Furniture	
Picture Frames	
Cobwebs Cleaned	

Guest Belongings

Look in Drawers	
Under The Bed	
Backside of Barthroom Door	
In Cabinets	

Maintainance Performed

Client Details: Date:

Client Name:

Contact Details:

Job Time Start: End:

Signature:

Notes: