

HOTEL HOUSEKEEPING

Inspection Checklist

ROOM CLEANLINESS

- ☐ Entry door clean and free of marks
- ☐ Door handle and locks working properly
- ☐ Floors vacuumed / mopped
- ☐ Carpets clean and stain-free
- ☐ Walls and ceiling free of dust and marks
- ☐ Furniture dust-free
- ☐ Tables and surfaces clean
- ☐ Mirrors and glass clean
- ☐ Windows and window tracks clean
- ☐ Curtains / blinds clean and properly arranged
- ☐ Lamps and light fixtures dust-free
- ☐ All lights working

BATHROOM

- ☐ Bathroom floor clean and dry
- ☐ Toilet clean and sanitized
- ☐ Toilet seat clean
- ☐ Sink and counter clean
- ☐ Faucet clean and working
- ☐ Shower / bathtub clean
- ☐ Showerhead working properly
- ☐ Drain clear
- ☐ Mirrors clean
- ☐ Walls and tiles clean
- ☐ Towels clean and properly arranged
- ☐ Toilet paper replenished
- ☐ Toiletries replenished
- ☐ Trash bin emptied
- ☐ Bathroom has no unpleasant odor

SAFETY & MAINTENANCE

- ☐ Lights working
- ☐ Air conditioning working
- ☐ TV & remote working
- ☐ Doors & locks working
- ☐ No leaks or damage
- ☐ Maintenance issues reported

FINAL ROOM CHECK

- ☐ Room clean & tidy
- ☐ Bed properly made
- ☐ Bathroom clean
- ☐ Supplies complete
- ☐ No unpleasant odor
- ☐ Ready for guest

Day:

Date:

Inspector Name:

BED & LINENS

- ☐ Bed properly made
- ☐ Sheets clean and stain-free
- ☐ Pillowcases clean and fresh
- ☐ Pillows clean and properly arranged
- ☐ Mattress clean and in good condition
- ☐ Blanket / duvet clean
- ☐ Bed frame clean
- ☐ No hair, stains, or debris on bed

BED & LINENS

- ☐ Bed properly made
- ☐ Sheets clean and stain-free
- ☐ Pillowcases clean and fresh
- ☐ Pillows clean and properly arranged
- ☐ Mattress clean and in good condition
- ☐ Blanket / duvet clean
- ☐ Bed frame clean
- ☐ No hair, stains, or debris on bed

BED & LINENS

- ☐ Bed properly made
- ☐ Sheets clean and stain-free
- ☐ Pillowcases clean and fresh
- ☐ Pillows clean and properly arranged
- ☐ Mattress clean and in good condition
- ☐ Blanket / duvet clean
- ☐ Bed frame clean
- ☐ No hair, stains, or debris on bed

AMENITIES & SUPPLIES

- ☐ Drinking water replenished
- ☐ Toiletries replenished
- ☐ Towels provided
- ☐ Coffee & tea supplies ready
- ☐ Hangers available
- ☐ Room supplies complete

Inspector Notes:
