

Hotel Room Inspection

Check room cleanliness, maintenance and presentation before guest arrival. Ensure standards are met consistently across all rooms.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

General Information

1 Room number *

2 Inspection date *

3 Inspector name *

4 Room type *

Single

Double

Twin

Suite

Family Room

Bedroom

5 Bed made to standard *

6 Bed linens clean and fresh *

7 Pillows adequate and clean *

8 Duvet/blankets clean *

9 Bedside tables clean and functional *

10 Lamps/lighting working *

11 Wardrobe clean with adequate hangers *

12 Carpets/flooring clean and undamaged *

13 Windows clean *

14 Curtains/blinds clean and functional *

15 Mirrors clean and undamaged *

Bathroom

16 Sink clean and functional *

17 Toilet clean and functional *

18 Bath/shower clean and functional *

19 Shower curtain/screen clean *

20 Taps working properly *

21 Adequate hot water *

22 Tiles/grouting clean *

23 Mirror clean *

24 Toilet roll provided *

25 Bath towels clean and adequate *

26 Hand towels clean and adequate *

27 Bath mat clean *

28 Toiletries provided (soap, shampoo, etc.) *

29 Hairdryer present and working *

30 Bin clean and empty *

Amenities

31 Television working *

32 Remote control present with batteries *

33 Telephone working *

34 WiFi information provided *

35 Kettle clean and working *

36 Tea and coffee supplies adequate *

37 Cups/glasses clean *

38 Minibar stocked (if applicable)

39 Safe working (if applicable)

40 Air conditioning/heating working *

41 Guest information folder present *

42 Do not disturb sign available *

Cleanliness

43 All surfaces dusted *

44 Floors vacuumed/mopped *

45 No marks on walls *

46 Skirting boards clean *

47 Light switches/sockets clean *

48 Door handles clean *

49 Bin emptied *

50 No unpleasant odours *

51 Room smells fresh *

Safety and Maintenance

52 Door lock functioning properly *

53 Key card reader working *

54 Fire safety information displayed *

55 Smoke detector present and functional *

56 All electrical sockets working *

57 No visible damage to furniture *

58 No visible damage to walls/ceiling *

59 Maintenance issues identified

Yes

No

N/A

60 Details of maintenance issues

61 Photos of any issues

Attach file here

Sign-off

62 Overall room condition *

Excellent

Good

Satisfactory

Needs Attention

Unsatisfactory

63 Room ready for occupancy *

64 Additional comments

65 Inspector signature *

Signature

66 Time completed *
