



## YourHotel Guest Room Cleaning Checklist

\_\_\_\_\_  
 \_\_\_\_\_  
**Date** **Housekeeper/Inspected By** **Room #**

### Guest Room Checklist

Item	Yes	No	Item	Yes	No
Door lock works properl			<input type="checkbox"/> Mattress firm <input type="checkbox"/> turned regularly		
Door opens easily & quietly			Bedspreads free of rips & stains		
Light switches work properly			Upholstery clean & in good condition		
Windows open & close properly			Furniture scratched or stained		
Window glass clean			Walls clean & free of cobwebs		
Window glass free of cracks			Walls scratched or nicked		
Drapes straight & working properly			Luggage racks in good condition		
Controls for air conditioning/heat work properly			Pictures and mirrors straight		
Air conditioning filters clean			Furniture drawers slide easily		
Lamps work			Telephone working		
Wall lights work			Clean ashtrays & matches		
Lamp shades clean & straight			Mattress pads clean & free of stains		
Beds correctly made			Light bulbs with proper wattage		
Bedspreads straight			Minimum of 6 hangers (3 suit, 3 dress)		
Fluffed/Even pillows			Drapes partially closed		
Rate cards posted					

Item	Yes	No	Item	Yes	No	Item	Yes	No
Desk tops			Mirrors			Lamps & shades		
Dresser Tops			Rim of baseboard			Light bulbs		
Table Tops			All drawers			Window cornice		
Headboards			Closet shelves			Window frame		
Chairs			Closet rods			Corners		
Picture Frames			Telephone			Window sills		

### Bathroom Checklist

Item	Yes	No	Item	Yes	No	Item	Yes	No
Clean toilet seat (both sides)			Shower curtain clean			Faucets leaking		
Underside of lavatory clean			Pop up stopper clean			Broken Tile		
Shower rod in good condition			Water spots on tile			Toilet seat firm		
Commode clean under rim			Tub grouting missing			Fixtures firm		
Commode flushes properly			Tub grouting clean			Chrome sparkling		
Bathroom free of odours			Supply of towels					

***If You Were A Guest, Would You Be Pleased With This Accommodation?***

Guest Room Amenities					
Item	Room	Club	Item	Room	Club
<b>Credenza</b>			<b>Bathroom</b>		
1 Guest Directory	✓	✓	1 frosted oval display tray	✓	✓
1 Brand Report Card	✓	✓	2 bars Brand facial soap, 1.25 oz	✓	✓
1 Brand World Wide Directory	✓	✓	1 bottle Brand shampoo, 22ml	✓	✓
1 Laundry bag & laundry slip	✓	✓	3 bath towels (four in double, doubles)	✓	✓
<b>Night Table/Desk</b>			3 hand towels (four in double, doubles)	✓	✓
1 Bible (night table)	✓	✓	3 face cloths (four in double, doubles)	✓	✓
1 Pocket Folder w 3 envelopes/3 stationery	✓	✓	1 bath mat	✓	✓
1 am/fm clock radio	✓	✓	Hairdryer	✓	✓
<b>Closet</b>			<b>Miscellaneous</b>		
3 hangers + 3 hangers w skirt clips	✓	✓	1 coffee maker	✓	✓
<b>General</b>			1 filter pack Colombian coffee or	✓	✓
1 ice bucket & poly liner	✓	✓	1 filter pack Colombian decaffeinated	✓	✓
1 waste basket	✓	✓	1 tea bags	✓	✓
3 ashtrays in guest room (smoking only)	✓	✓	1 condiment package	✓	✓
1 memo pad with pen	✓	✓	1 Iron		✓
3 wrapped glasses	✓	✓	1 Ironing Board		✓
1 telephone book	✓	✓	1 refrigerator		✓
			2 coffee cups, porcelain	✓	✓

Guest Room Settings:					
Room:					
Lights	Off	H.V.A.C.	Set at 18°C or 70°F	Drapes	Closed
Heating	Set at 18°C or 70°F	Television	Off		
Windows	Closed	Drapes	Closed		
Bathroom:					
Sink Faucet	Off	Shower Head	Point Towards Wall	Tub Faucet	Off
Drain Plugs	Open	Toilet Seat Lid	Down	Light	Off
Shower Curtain	Centered Inside Tub	Bathroom Door	Open		

***You are required to use this checklist to ensure that the Our Hotel standards are met.***