
Hotel Room Inspection Checklist

General Information

- Date of Inspection: _____
- Inspector's Name: _____
- Room Number/Name: _____

Checklist Categories

1. Entrance and Key Features

- Door functionality (locks, peephole, keycard/keys)
- Welcome amenities (brochures, water bottles, etc.)
- Room signage visibility and condition

2. Cleanliness and Maintenance

- Bed (linens, pillows, mattress condition)
- Bathroom (sink, toilet, shower/tub cleanliness)
- Floors (vacuumed, mopped, or cleaned carpets)
- Walls and ceilings (stains, cracks)

3. Amenities

- Mini fridge (cleanliness, contents stocked)
- Coffee/tea station (cleanliness, supplies available)
- Television (functionality, remote)
- Safe box (functionality)

4. Safety and Security

- Fire alarms and smoke detectors (working)
- Emergency exit map (visibility)
- Fire extinguisher (present and operational)

Inspector's Notes

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