## horizontal line**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**