## horizontal line**Guest Room Inspection Checklist**

### **General Information**

* **Date of Inspection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Inspector's Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Room Number/Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Checklist Categories**

#### **1. Cleanliness**

* Bedding (sheets, duvet, pillows)
* Floor (vacuumed or mopped)
* Windows (clean, functional locks)
* Furniture (dust-free and intact)

#### **2. Facilities**

* Lighting (all bulbs working)
* HVAC system (functional thermostat, vents clean)
* Electrical outlets (all operational)

#### **3. Bathroom**

* Towels and toiletries (adequate and clean)
* Shower/tub (water pressure, no leaks)
* Toilet (flushing functionality, cleanliness)

#### **Inspector’s Notes**