

GUEST ROOM INSPECTION CHECKLIST

(Check each day)

General Room Condition

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Check for dust on furniture, headboards, and décor.							
Inspect floors, carpets, and rugs for stains or debris; ensure they are vacuumed or mopped.							
Test all lights, lamps, and electrical outlets.							
Verify that windows, curtains, and blinds are clean and functional.							
Check walls, ceilings, and baseboards for dirt, marks, or damage.							
Ensure trash bins are empty and clean.							
<i>Additional Task:</i>							

Instructions:

- Perform a quick walkthrough to identify visible issues first.
- Note and report any maintenance or deep cleaning needs.

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Bed and Linens

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
• Ensure the bed is made neatly and all linens are clean and wrinkle-free.							
• Check pillows for proper arrangement and cleanliness.							
• Inspect the mattress for stains, odors, or damage.							
• Confirm extra blankets and pillows are clean and properly stored.							
<i>Additional Task:</i>							

Instructions:

- Pay attention to details like properly tucked sheets and evenly placed pillows.
- Replace any stained or worn linens immediately.

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Bathroom

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Inspect sink, faucets, and countertops for cleanliness and functionality.							
Ensure the toilet is scrubbed, sanitized, and working properly.							
Check the shower/tub for water pressure and cleanliness.							
Confirm all toiletries (soap, shampoo, conditioner) are stocked.							
Verify towels are clean, neatly folded, and adequately supplied.							
Inspect mirrors and glass for streaks or smudges.							
<i>Additional Task:</i>							

Instructions:

- Run water briefly in all fixtures to check for clogs or leaks.
- Pay close attention to grout and corners for dirt or mold.

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Room Amenities and Appliances

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Test the TV and remote to ensure they are working.							
Inspect the air conditioning or heating unit for proper operation.							
Check the mini-bar or refrigerator for cleanliness and stock.							
Ensure the coffee maker or kettle is clean and operational.							
Verify the phone works and is sanitized.							
Test Wi-Fi connectivity, if applicable.							
<i>Additional Task:</i>							

Instructions:

- *Verify that all amenities are in perfect working order and properly presented.*
- *Replace batteries or restock items as needed.*

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Final Guest-Ready Presentation

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Ensure furniture and décor are neatly arranged.							
Set room temperature to a comfortable level.							
Add finishing touches (e.g., turn down the bed, place complimentary items like water or snacks).							
Spray a light, neutral air freshener for a welcoming scent.							
Perform a final scan to ensure no visible flaws or missed tasks.							
<i>Additional Task:</i>							

Instructions:

- Always view the room as a guest would to spot potential issues.
- Ensure the room conveys a sense of cleanliness and comfort.