

Facilities & Maintenance Checklist

Hospitality

BEDROOMS & BATHROOMS (DOWNSTAIRS)

Beds neatly made according to guest requests.

☐ Yes☐ No

Loadshed lights plugged in and placed beside each bed.

☐ Yes☐ No

Bedroom lights working and switched on for arrival.

☐ Yes☐ No☐ NA

Vanity clean and tissue box placed on top.

☐ Yes☐ No

Remote controls available and working.

☐ Yes☐ No

Ottomans and couches clean and undamaged.

☐ Yes☐ No

TV on correct channel at appropriate volume.

☐ Yes☐ No☐ NA

All bathrooms clean and stocked with amenities.

Correct towels stocked in bathrooms.

Lights functional; floors clean throughout.

FINAL SECURITY CHECK

Confirm all doors (upstairs and downstairs) locked and alarm activated before leaving.

GUEST BATHROOM & ENTRANCE

Confirm guest bathroom is clean and fully stocked with amenities.

Verify correct towels are placed in guest bathroom.

Inspect bathroom floor for cleanliness.

Ensure all entrance and bathroom lights are working.

Check entrance flooring for cleanliness.

Yes

No

Confirm spare cabinet near front door is tidy and securely locked.

Yes

No

Inspect appliances near entry area; ensure they are clean and working.

Yes

No

Verify cupboards and counters are clean.

Yes

No

Check remaining floor areas for cleanliness.

Yes

No

Artwork is dusted, properly hung, and well-presented.

Yes

No

Confirm all lighting fixtures in this section are operational.

Yes

No

KITCHEN & SCULLERY

Inspect all kitchen appliances for cleanliness and functionality.

Yes

No

Verify countertops and floors are thoroughly clean.

Yes

No

Cupboards cleaned out with proper crockery and cutlery arranged.

Yes

No

Pre-arrival items/goody packs placed as per standard.

Yes

No

Countertops checked for cleanliness and order.

Yes

No

Ensure all documents (brochure, spa/drink menu, welcome note, etc.) are available and presentable.

Yes

No

Inspect kitchen floor for cleanliness.

Yes

No

Confirm kitchen lights are all functional.

Yes

No

LOUNGE & DINING ROOM

Bar stools are positioned neatly and clean.

Yes

No

Dining table and chairs clean and properly arranged.

Yes

No

Sofas and couches are neat, clean, and undamaged.

Yes

No

TV tuned to correct channel at a comfortable volume.

Yes

No

Verify all remote controls are present and functional.

Yes

No

Lights turned on for arrival and in working order.

Yes

No

NA

Backup battery correctly connected with loadshedding lamp placed beside TV.

Yes

No

OUTDOOR AREA (DOWNSTAIRS)

Loungers neatly positioned and free from damage.

Yes

No

Chairs and matching table placed neatly without damage.

Yes

No

Sliding doors open smoothly; windows and glass cleaned thoroughly.

Yes

No

Outdoor floors clean and dry.

Placeholder for additional outdoor check.

OUTDOOR AREA (UPSTAIRS)

Pool is filled correctly, clean, and ready for use.

Loungers positioned neatly and free from damage.

Outdoor dining table and chairs are clean and neatly arranged.

Gas grill cleaned with gas cylinder safely attached.

Sliding doors operate smoothly; all glass/windows cleaned inside and out.

Verify floor area is clean and dry, not left wet.