

Hotel Manager Room Audit

Hospitality

ROOM READINESS CHECK

Verify all lights are switched on at full brightness for arrivals, off if vacant.

☐ Yes☐ No☐ NA

Confirm air conditioning and temperature control are functioning properly.

☐ Yes☐ No☐ NA

Ensure balcony is tidy, railings polished, and outdoor furniture arranged neatly.

☐ Yes☐ No

Check that TV and sound system are operational with no loose wires visible.

☐ Yes☐ No

Inspect bed setup—clean, neat, and aligned with guest preferences.

☐ Yes☐ No

Confirm brochures, instructions, and guides are updated, clean, and properly placed.

☐ Yes☐ No

Telephone is working, call log cleared, and no alarms active.

☐ Yes☐ No

Verify minibar shelves are stocked, glasses are clean and undamaged, and items arranged neatly.

Yes

No

Breakfast items and fruits are fresh, presentable, and organized in the fridge. Labels face forward.

Yes

No

Bathroom is spotless, fresh-smelling, with towels properly arranged and amenities refilled.

Yes

No

All waste bins are emptied, sanitized, and fitted with new liners.

Yes

No

Confirm sufficient electricity/power backup is available.

Yes

No

NA

Kitchen counters, cupboards, and utensils neatly organized; no items damaged.

Yes

No

Two "Do Not Disturb"/door hangers available; entrance door clean and undamaged.

Yes

No

Lightly spray room freshener before leaving.

Yes

No