

Hotel's General Manager's Room Inspection Checklist

Hotel

CONDITION OF ENTRY WAY

Is the entry lighting in good working condition?

Yes

No

NA

Are the electrical plates clean and in good condition?

Yes

No

NA

Are all the walls clean and in good condition?

Yes

No

NA

Is the door and its handle clean and in good condition?

Yes

No

NA

Is the threshold of the door clean?

Yes

No

NA

Is the "Emergency Exit Sign" clean and well maintained?

Yes

No

NA

Is the "Do Not Disturb" sign present in the entryway clean and in good condition?

Yes

No

NA

Are the Corner Guards in good shape and clean?

Yes

No

NA

Is the mirror clean and spot free?

Yes

No

NA

Are the walls of the closet clean?

Yes

No

NA

Is the closet door and its handle clean and in good condition?

Yes

No

NA

Is the closet mirror clean and spot free?

Yes

No

NA

Is the closet flooring clean and damage free?

Yes

No

NA

Is the closet pillow present and in good condition?

Yes

No

NA

Are the blanket and sheets in the closet clean and in good condition?

Yes

No

NA

Are 8 hangers present?

Yes

No

NA

Is the luggage rack clean?

Yes

No

NA

Is the iron operational and in good condition?

Yes

No

NA

Is the iron rack holder maintained in good condition?

Yes

No

NA

Is the iron board cover clean and well maintained?

Yes

No

NA

Are the Laundry Valet Slip and Laundry Bag present in clean and good condition?

Yes

No

NA

Is the floor and grout in neat and clean condition?

Yes

No

NA

GENERAL CHECKS

General Manager comments

textarea

HIGH-CLASS GUEST ROOM

Are the electrical plates maintained in a clean manner?

Yes

No

NA

Are the ceiling fan and lights clean and well maintained?

Yes

No

NA

Are the frames dust-free and in good condition?

Yes

No

NA

Are the mirror dust-free and clean?

Yes

No

NA

Is the sofa or lounge in good condition and neat?

Yes

No

NA

Is the glass of the coffee table sparkling clean?'

Yes

No

NA

Are the glasses of end tables clean and well maintained?

Yes

No

NA

Is the marble or activity table maintained in good condition?

Yes

No

NA

Are the chairs clean and in satisfactory condition?

Yes

No

NA

Is the desk clean and damage free?

Yes

No

NA

Is the desk trash can clean and maintained well?

☐ Yes☐ No☐ NA

Is the "Guest Services Book" on the desk clean and in good condition?

☐ Yes☐ No☐ NA

Is there a notepad and pen present in good condition on the desk?

☐ Yes☐ No☐ NA

Is the "DSL Information" stand present in good condition?

☐ Yes☐ No☐ NA

Is the desk chair clean and in good condition?

☐ Yes☐ No☐ NA

Is the lamp on the desk clean and operational?

☐ Yes☐ No☐ NA

Is the TV operational with a working remote and batteries?

☐ Yes☐ No☐ NA

Are the phones with information plates in clean and good satisfactory condition?

☐ Yes☐ No☐ NA

Is the standing lamp clean and in working condition?

☐ Yes☐ No☐ NA

Is the bed spread spot-less and clean?

Yes

No

NA

Is the bed skirt clean and well maintained?

Yes

No

NA

Are the pins of bed skirt present?

Yes

No

NA

Is the bed sheet of correct size and maintained hygienically?

Yes

No

NA

Are the pillows and pillow cases of standard size?

Yes

No

NA

Are there any pillow protectors present on the pillows?

Yes

No

NA

Is a mattress pad present?

Yes

No

NA

Is the area under the bed clean?

Yes

No

NA

Are the bed posts and headboard in clean and oiled condition?

Yes

No

NA

Is the mattress clean and rotated?

Yes

No

NA

Is the "Water Conservation Card" present in good condition?

Yes

No

NA

Are the drapes and sheers clean and dust free?

Yes

No

NA

Is the dresser oiled and clean?

Yes

No

NA

Are the bed lamps clean and in good working condition?

Yes

No

NA

Are the air conditioner and filters clean and well maintained?

Yes

No

NA

Is standard A/C temperature maintained?

Yes

No

NA

Is the A/C deflector present in good condition?

Yes

No

NA

Are all the walls and wall papers clean and free from any damages?

Yes

No

NA

Are the railings and baseboards of chairs clean?

Yes

No

NA

Is the carpet dust and damage free?

Yes

No

NA

Is the ceiling clean and spot-free?

Yes

No

NA

Are the windows, windowsills and tracks clean and free from any dirt?

Yes

No

NA

Are the walls, lights and floor of patio area clean

Yes

No

NA

Is the patio furniture clean and well maintained?

Yes

No

NA

Is there any evidence of a previous guest?

Yes

No

NA

Would you like to stay in this room?

textarea

INSPECTION OF ROOM

Mention the room number

MICRO KITCHEN CHECKLIST

Are the electrical plates maintained in a clean manner?

☐ Yes☐ No☐ NA

Is the lighting operation and clean of any dirt/dust?

☐ Yes☐ No☐ NA

Are the walls clean and properly maintained?

☐ Yes☐ No☐ NA

Is the ceiling clean and properly maintained?

☐ Yes☐ No☐ NA

Is the mirror clean and free from any damages?

☐ Yes☐ No☐ NA

Are the walls and shelves of the kitchen unit in good condition?

☐ Yes☐ No☐ NA

Is the microwave clean and maintained in a good condition?

☐ Yes☐ No☐ NA

Is the refrigerator clean and working fine?

☐ Yes☐ No☐ NA

Is the coffee make in good working condition?

☐ Yes☐ No☐ NA

Are the sink and the faucet clean and free from rust and lime?

☐ Yes☐ No☐ NA

Are the bucket and liner present in good condition?

☐ Yes☐ No☐ NA

Are 2 water glasses and coasters present in clean condition?

☐ Yes☐ No☐ NA

Is the coffee caddy stocked with 2 stirres, 2 Lipton tea bags and 4 each of Equal, Sweet, Sugar and Creamer?

☐ Yes☐ No☐ NA

Are 2 Regular coffee and 1 Decaf stocked?

☐ Yes☐ No☐ NA

Are the 2 coffee mugs/cups available in good condition?

☐ Yes☐ No☐ NA

SPARKLING BATHROOM

Are the door, its handles and its hooks in good condition?

☐ Yes☐ No☐ NA

Are all the electrical plates clean and damage free?

Yes

No

NA

Is the bathroom lighting operational and clean?

Yes

No

NA

Are the Vanity Counter & Backsplash neat and clean?

Yes

No

NA

Are the Vanity Sink, Faucet & Caulk clean and in working condition?

Yes

No

NA

Is the Vanity Bottle Opener available in the bathroom clean and in working condition?

Yes

No

NA

Is the Mirror/Make-up Mirror clean and spot less?

Yes

No

NA

Is the trashcan clean and nicely maintained?

Yes

No

NA

Are the shower and sink free of any hair and mildew?

Yes

No

NA

Are all the fixtures clean and in working condition?

☐ Yes☐ No☐ NA

Is the shower-head free of any lime deposits and clean?

☐ Yes☐ No☐ NA

Are the tub and shower clean?

☐ Yes☐ No☐ NA

Are the tub jets clean and in good working condition?

☐ Yes☐ No☐ NA

Is the shower curtain clean and damage-free?

☐ Yes☐ No☐ NA

Is the ceiling fan dirt-free and in good working condition?

☐ Yes☐ No☐ NA

Are the floor and grout of the bathroom clean?

☐ Yes☐ No☐ NA

Are the toilet bowl, lid, sides and back of the toilet clean and in good condition?

☐ Yes☐ No☐ NA

Are the toilet paper and 3 spare tissues present on the top?

☐ Yes☐ No☐ NA

Is the lid of the toilet seat tight and clean?

☐ Yes☐ No☐ NA

Are all the walls clean and well maintained?

☐ Yes☐ No☐ NA

Is a lotion available?

☐ Yes☐ No☐ NA

Is a conditioning shampoo available?

☐ Yes☐ No☐ NA

Is a cleansing bar available?

☐ Yes☐ No☐ NA

Is a bar of soap available?

☐ Yes☐ No☐ NA

Is the soap dish clean and free of any damage?

☐ Yes☐ No☐ NA

Is the amenity tray clean and in good condition?

☐ Yes☐ No☐ NA

Is the hair dryer trap free of lint and in good condition?

☐ Yes☐ No☐ NA

Is the presentation of the amenity correct?

☐ Yes☐ No☐ NA

Is the "Water Policy Card" present?

☐ Yes☐ No☐ NA

Are the towels present?

☐ Yes☐ No☐ NA

Are the hand towel racks fixed properly?

☐ Yes☐ No☐ NA