

Hotel Checklist

Hotel

AUDIT VERIFICATION

Overall comments on inspection

textarea

Inspector's name

Inspector's signature

SIGNATURE

CORRIDOR CHECKS

Are the passages/hallways clean and obstruction free?

Yes

No

NA

Is the ambiance pleasant/comfortable?

Yes

No

NA

Is the pathway of Fire exit unobstructed?

Yes

No

NA

Is the service/baggage lift clean and in working condition?

Yes

No

NA

ENTRANCE CLEANLINESS AND SAFETY

Is the in/out gate, main porch clean and dirt free?

Yes No NA

Is the hotel entrance clean and maintained well?

Yes No NA

Is the signage clean?

Yes No NA

Are lights working properly?

Yes No NA

Is the lobby entrance clean and dirt free?

Yes No NA

Are cctv cameras working properly?

Yes No NA

IN HOUSE RESTAURANT CHECKS

Is the entrance clean and obstruction free?

Yes No NA

Are the glass doors and windows clean?

Yes No NA

Are floors, hallways, ceilings clean and damage free?

Yes

No

NA

Are chairs and tables well laid-out?

Yes

No

NA

Are utensils clean and without any bad odour?

Yes

No

NA

Are public toilets clean, well-maintained and sanitized (restaurant)?

Yes

No

NA

Are tissues and hand papers in place?

Yes

No

NA

Are food items tagged properly?

Yes

No

NA

Is the food restoration done at regular intervals?

Yes

No

NA

KITCHEN STAFF AND FACILITIES

Is the kitchen area and items clean?

Yes

No

NA

Is the staff well groomed and dressed in proper uniform?

Yes No NA

PARKING AREA CLEANLINESS

Are cars parked properly and in line with the parking rules?

 Yes No NA

Did you find any clutter/trash?

 Yes No NA

Are all trash bins at their respective places?

 Yes No NA

Is the garbage segregated and then collected?

 Yes No NA

PROVISIONS TO STAFF

Are the restrooms clean and odour free?

 Yes No NA

Are there sufficient lockers?

 Yes No NA

Are employee time logs/biometrics working properly?

 Yes No NA

SPA FACILITIES

Is the spa ambiance comfortable and appealing?

Yes

No

NA

Do the spa rooms have good smell?

Yes

No

NA

Are the spa facilities clean and sanitized?

Yes

No

NA

STAFF TRAINING AND APPEARANCE

Is security on duty well trained and knowledgeable?

Yes

No

NA

Are employees well-groomed and dressed?

Yes

No

NA

Do employees follow proper hygiene standards?

Yes

No

NA

Did you see employees wearing a name tag?

Yes

No

NA

Incase of emergency, are employees well-trained?

Yes

No

NA

Are employees well-trained on rules and regulations?

Yes No NA

SWIMMING POOL CLEANLINESS AND AMENITIES

Is the glassdoor to pool clear of any smudges?

 Yes No NA

Do swimming pools have clean water?

 Yes No NA

Are pool decks clean and well maintained?

 Yes No NA

Are towels available at the poolside?

 Yes No NA

Are public toilets clean, well-maintained and sanitized (swimming area)?

 Yes No NA

Are tissues and hand papers in place?

 Yes No NA

Are public showers clean and sanitized regularly?

 Yes No NA

Are public showers' toiletries available to the guests?

 Yes No NA

VISITOR'S LIFT

Is the floor of the lift clean?

 Yes No NA

Are the glasses/mirror clean and smudge free?

 Yes No NA

VISITORS ROOM INSPECTION

Are doors working properly?

 Yes No NA

Are light switches clean and working properly?

 Yes No NA

Are window glasses dirt and damage free?

 Yes No NA

Are window drapes laid out straight?

 Yes No NA

Are air conditioning/heat controls working properly?

 Yes No NA

Is the air conditioning filter clean and noise free?

 Yes No NA

Are lampshades clean and placed straight?

Yes

No

NA

Are beds made properly?

Yes

No

NA

Did you find even pillows with proper stuffing?

Yes

No

NA

Are bedspreads aligned straightly?

Yes

No

NA

Is the mattress firm and damage free?

Yes

No

NA

Are bedspreads free of rips and stains?

Yes

No

NA

Is the upholstery clean and maintained properly?

Yes

No

NA

Is the furniture free from scratches, stains and cracks?

Yes

No

NA

Are walls clean and free of cob/spider webs?

Yes

No

NA

Did you find any scratches and nicks on walls?

Yes No NA

Are luggage racks well maintained?

Yes No NA

Are pictures, frames, and mirrors aligned straight?

Yes No NA

Is the telephone in working condition?

Yes No NA

Are the ashtrays clean and without any damage?

Yes No NA

Does the furniture drawers slide out easily?

Yes No NA

WAITING AREA CHECKS

Are glass doors and windows clean and smudge free?

Yes No NA

Are public toilets clean, odour free and sanitized regularly?

Yes No NA

In public toilets, are tissues and hand papers in place?

Yes No NA

Is the reception counter clean and well maintained?

 Yes No NA

Is the signage well maintained and clearly visible?

 Yes No NA