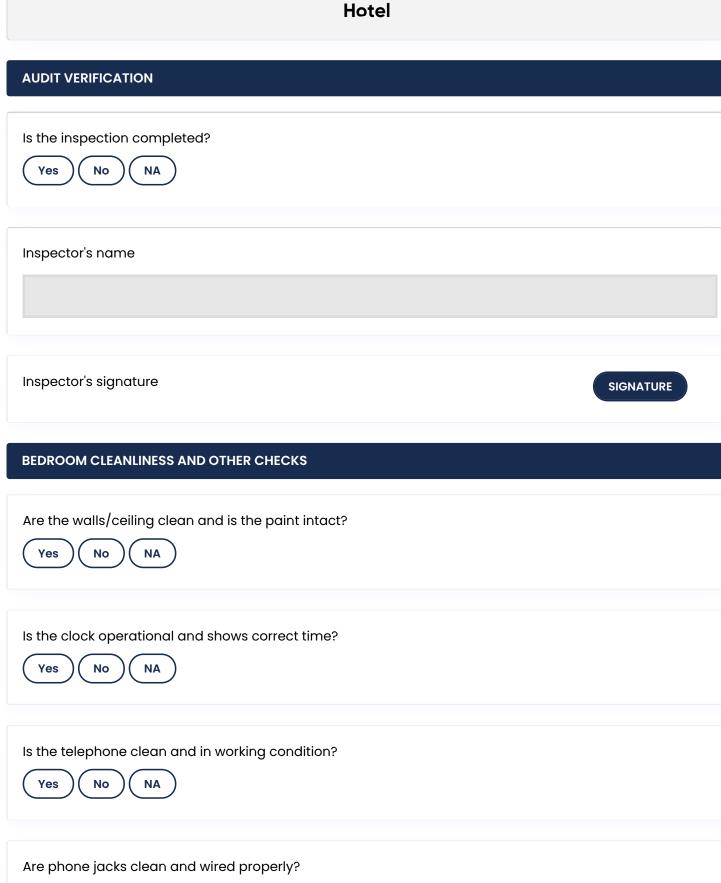# Residence In Guest Room Inspection Checklist

Hotel

AUDIT VERIFICATION

Is the inspection completed?

Yes No NA

Inspector's name

Inspector's signature

SIGNATURE

BEDROOM CLEANLINESS AND OTHER CHECKS

Are the walls/ceiling clean and is the paint intact?

Yes No NA

Is the clock operational and shows correct time?

Yes No NA

Is the telephone clean and in working condition?

Yes No NA

Are phone jacks clean and wired properly?

Yes No NA

Is the bed top sheet clean and free of wrinkles?

Yes No NA

Are there pillows of 2 feather, 3 foam and are they wrinkle-free?

Yes No NA

Are bedroom lights clean and working properly?

Yes No NA

Are drapes clean and wrinkle free?

Yes No NA

Are picture frames clean and dust free?

Yes No NA

Is Tv and remote operational?

Yes No NA

Are window ledges clean and free of dust?

Yes No NA

Are windows clean and with proper latches?

Yes No NA

Is the HVAC unit operational and are vents clean?

Yes No NA

Are night stands clean inside/outside/behind/under?

Yes　No　NA

ENTRANCE AREA CHECKS

Is inside entry door/frame/threshold clean and functioning properly?

Yes　No　NA

Is the entry desk clean and sturdy?

Yes　No　NA

Are lights functioning properly?

Yes　No　NA

Is the telephone clean and working properly?

Yes　No　NA

Is the internet card placed properly?

Yes　No　NA

Is the notepad w/pen properly placed? And is it clean?

Yes　No　NA

Is the environmental card clean and placed where required?

Yes　No　NA

Is no service sign displayed prominently?

Yes　No　NA

Is HVAC setting at a correct temperature?

Yes　No　NA

Is the entry closet placed with a linen bag and is it in good condition?

Yes　No　NA

KITCHEN CLEANLINESS AND OTHER CHECKS

Are walls/ceiling/floor clean and intact?

Yes　No　NA

Is the carpet clean and dust free?

Yes　No　NA

Are the lights clean and working properly?

Yes　No　NA

Are cabinets and drawers cleaned properly?

Yes　No　NA

Is refrigerator inside and out clean and working properly?

Yes　No　NA

Is the stove/oven in good condition?

Yes　No　NA

Is the dishwasher clean and well maintained?

Yes No NA

Is the hood/hood light in good condition and operational?

Yes No NA

Is the coffee maker clean, and working properly?

Yes No NA

Is the microwave clean and timely cleaned?

Yes No NA

Is the toaster clean and in good condition?

Yes No NA

Are pots, pans and lids clean and well maintained?

Yes No NA

Is the flatware good in condition?

Yes No NA

Are other utensils (wine opener, can punch, peeler, can opener, measuring spoons) clean and well maintained?

Yes No NA

Are misc spoons (ladle, spatula, slotted spoon, basting spoon, 2 tine fork) properly

cleaned?

Yes   No   NA

Is the cutting board clean and crack free?

Yes   No   NA

Is the dish towel and wash cloth clean and odour free?

Yes   No   NA

Is the pot scrubber well maintained and damage free?

Yes   No   NA

Is dish detergent available?

Yes   No   NA

Is drain stopper working properly?

Yes   No   NA

Are drinking/wine glasses sparkling clean?

Yes   No   NA

Are coffee mugs clean and damage free?

Yes   No   NA

Is waste basket clean and properly placed?

Yes   No   NA

Is salt and pepper shaker 6 of each properly placed?

Yes No NA

Is social calender displayed and is it well maintained?

Yes No NA

Are paper towels clean and fresh?

Yes No NA

LIVING AREA INSPECTION

Is the upholstery of chair/sofa cleanliness and well maintained?

Yes No NA

Is the TV and remote working properly?

Yes No NA

Are Drapes clean and properly placed?

Yes No NA

Is the living area well lit?

Yes No NA

Is the living area clean and well maintained?

Yes No NA

Is the window ledge clean and free of dust?

Yes   No   NA

Is the channel guide placed properly?

Yes   No   NA

Is the wall ceiling clean and is paint intact?

Yes   No   NA

Is the sofa end clean and good in condition?

Yes   No   NA

OVERALL CHECKS

Select the odour

Fresh   Neutral   Bad

Is carpet completely clean?

Yes   No   NA

Did you find any evidence of previous guest?

Yes   No   NA

RESTROOM CLEANLINESS

Is lighting clean, dust free and working properly?

Yes   No   NA

Is ceiling vent clean, dust free and working properly?

Yes   No   NA

Is the floor clean and well maintained?

Yes   No   NA

Is the toilet (inside& out) clean and maintained properly?

Yes   No   NA

Is the bathtub clean and good in condition?

Yes   No   NA

Is the shower head/shower bar clean and well maintained?

Yes   No   NA

Are shower walls clean and free of fingerprints?

Yes   No   NA

Is the shower curtain clean?

Yes   No   NA

Is the towel rack sturdy and clean?

Yes   No   NA

Is the toilet paper available and kept properly?

Yes   No   NA

Is the door clean and good in condition?

Yes No NA

Is the waste basket clean and did you find a liner inside?

Yes No NA

WARDROBE CHECKS

Are hangers (6) available and well maintained?

Yes No NA

Is the iron board properly placed and guarded?

Yes No NA

Did you find water in iron?

Yes No NA

Are mirror doors operational and good in condition?

Yes No NA

Is vanity lighting clean and working properly?

Yes No NA

Is the vanity counter clean?

Yes No NA

Is the vanity mirron clean and dust free?

Yes No NA

Is the sink basin clean, well maintained and with proper fixtures?

Yes   No   NA

Are vanity/wardrobe walls and ceilings clean?

Yes   No   NA

Are amenities presented in a tray?

Yes   No   NA

Is the soap dish clean and placed properly?

Yes   No   NA

Are tissues available?

Yes   No   NA

Is the hairdresser area clean and properly maintained?

Yes   No   NA

Are cabinets and drawers clean and well maintained?

Yes   No   NA