Room Inspection Checklist used by Housekeeping Supervisor

The Guest room inspection ensures that the desired results of an established cleaning system are consistently achieved by the housekeeping department. The main Purpose of a room inspection is to catch any problems that may have been overlooked during the cleaning before it is found by the guest and becomes a dissatisfaction and complaints.



ENTRANCE / DOOR WAY

- [ ] Exterior door/Frame
- [ ] Lock Operation
- [ ] Room # Polished
- [ ] Entry light switch
- [ ] Closet door mirrors
- [ ] Cloth Hangers (8 Nos.)
- [ ] Entry light
- [ ] Luggage Rack
- [ ] Electronic Safe
- [ ] Safe Instruction Card
- [ ] Closet Door Tracks
- [ ] Emergency Exit Plan
- [ ] Peep - Hole

- [ ] DND- Card (1 Nos.)
- [ ] Make My Room - Card (1 Nos.)
- [ ] Laundry - Card (1 Nos.)
- [ ] Closet Light
- [ ] Wardrobe Door
- [ ] Extra Blanket (1 Nos.)
- [ ] Extra Pillows (2 Nos.)
- [ ] Shoe Shine (1 Nos.)
- [ ] Laundry Bags (1 Nos.)
- [ ] Lights Switches
- [ ] A/C Operation

GUEST ROOM

- [ ] Desk
- [ ] Chair
- [ ] Trash Can
- [ ] Hotel Rules
- [ ] Breakfast Knob Card
- [ ] Bible (1 Nos.)
- [ ] Sewing Kit (1 Nos)
- [ ] Mirrors
- [ ] Sheer Curtain clean
- [ ] Drapes open properly
- [ ] Window Cleaning
- [ ] Sofa cleaned
- [ ] Beds Properly Made
- [ ] Under table clean
- [ ] Floor Lamp dusted
- [ ] Bed Side table Clean
- [ ] Lampshade
- [ ] Message pad (1 Nos.)
- [ ] Pen (1 Nos.)
- [ ] TV - Channel set correctly

- [ ] Carpets Vacuumed
- [ ] Thermos flask (1 Nos.)
- [ ] Bottle Opener
- [ ] Desk Lamp
- [ ] Amenity Folder (1 Nos.)
- [ ] Room Service Menu
- [ ] Hotel Directory
- [ ] Writing Material
- [ ] Heavy Curtain clean
- [ ] Window operation
- [ ] All Purpose Kit (1 Nos.)
- [ ] Picture & Frame lights Dusted
- [ ] Night Stand Surface clean
- [ ] Table Cleaned
- [ ] Trash behind furniture
- [ ] Under bed clean
- [ ] Bed Side lamp
- [ ] Telephone Disinfected & Working
- [ ] Service directory
- [ ] TV Remote - Working
- [ ] Bed Side Radio set at proper time
- [ ] Mini Bar - All amenities placed
- [ ] High Ball glasses (2 Nos.)
- [ ] Tissue Box

GUEST BATHROOM

- [ ] Toilet Door Cleaned
- [ ] Bolt
- [ ] Mirror Screw caps
- [ ] Soap & Soap dish
- [ ] Hair Dryer
- [ ] Gargle Glasses

- [ ] Pipes under sink
- [ ] Sanitary disposal Bag
- [ ] WC
- [ ] Flush
- [ ] Bath tub / Bath tub Stopper
- [ ] Bath Tub - No Hair
- [ ] Shower Head
- [ ] Tap & Shower Operation
- [ ] Bath Bucket
- [ ] Bathroom Floor
- [ ] Telephone working & Clean
- [ ] Toilet door latch working
- [ ] Robe Hook
- [ ] Mirror
- [ ] Tissue Box
- [ ] Lights Switches
- [ ] Sink Stopper Clean
- [ ] Aminity Placement
- [ ] Ashtray
- [ ] Shower cap
- [ ] Waste basket clean
- [ ] Toilet Porcelain
- [ ] Soap Dish
- [ ] Toilet Roll - With Extra roll
- [ ] BathTub Fitting (Nuts, Bolts etc.)
- [ ] WC Band
- [ ] Bath Tub Drain
- [ ] Shower Curtain
- [ ] Bath Cup
- [ ] Bathroom Wall tiles
- [ ] Vanity Area lights

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