Hotel room inspection

Checklist

A room check by a supervisor or engineer: entry, bedroom, bathroom, safety and the corridor outside, each with a dated photo.

20 items in 5 areas. Tick one rating per item; write what you see, and number any photo you take next to the item it belongs to.

PROPERTY _____ INSPECTED BY _____ DATE _____

Scale: ☐ **Good** ☐ **Fair** ☐ **Poor** ☐ **N/A** · Fair and Poor items become work orders in the app

ENTRY

Door, lock, latch & peephole		☐ Good	☐ Fair	☐ Poor	☐ N/A
Key card reader works		☐ Good	☐ Fair	☐ Poor	☐ N/A
Closet, hangers, iron & safe		☐ Good	☐ Fair	☐ Poor	☐ N/A

BEDROOM

Bed linens, pillows & mattress		☐ Good	☐ Fair	☐ Poor	☐ N/A
Furniture: damage and stability		☐ Good	☐ Fair	☐ Poor	☐ N/A
Carpet or flooring: stains and damage		☐ Good	☐ Fair	☐ Poor	☐ N/A
Walls, ceiling & paint		☐ Good	☐ Fair	☐ Poor	☐ N/A
Windows, locks, curtains & blackout		☐ Good	☐ Fair	☐ Poor	☐ N/A
Lights, lamps & outlets		☐ Good	☐ Fair	☐ Poor	☐ N/A
Television, remote & phone		☐ Good	☐ Fair	☐ Poor	☐ N/A
Heating & air conditioning works		☐ Good	☐ Fair	☐ Poor	☐ N/A
Kettle, refrigerator & in-room supplies		☐ Good	☐ Fair	☐ Poor	☐ N/A

BATHROOM

Toilet, sink & tub or shower: leaks and drainage		☐ Good	☐ Fair	☐ Poor	☐ N/A
Hot water arrives		☐ Good	☐ Fair	☐ Poor	☐ N/A
Tile, grout & caulk: mold or damage		☐ Good	☐ Fair	☐ Poor	☐ N/A

Towels & amenities stocked		☐ Good	☐ Fair	☐ Poor	☐ N/A
Exhaust fan works		☐ Good	☐ Fair	☐ Poor	☐ N/A

SAFETY

Smoke alarm present, no fault light		☐ Good	☐ Fair	☐ Poor	☐ N/A
Evacuation map on the door		☐ Good	☐ Fair	☐ Poor	☐ N/A

CORRIDOR

Corridor outside: lighting, carpet and exit signs		☐ Good	☐ Fair	☐ Poor	☐ N/A

SUMMARY AND ACTION ITEMS

SIGNATURES

Inspector

Resident / client

Date