



Hotel Housekeeping & Guest Room Cleaning Checklist

Supervisor-ready room inspection: occupancy context, Pass/Fail standards, defects, and release to Front Office.

HOTEL / PROPERTY

FLOOR / WING

ROOM NUMBER

Room type

☐ Standard ☐ Deluxe ☐ Suite ☐ Accessible ☐ Other

Occupancy status

☐ Checkout ☐ Stayover ☐ VIP ☐ Out of order ☐ DND

Shift

☐ AM ☐ PM ☐ Night

ROOM ATTENDANT

INSPECTOR / SUPERVISOR

INSPECTION DATE

INSPECTION TIME

1. Entry & first impression

Walk the room in guest order. Fail any item that would be visible within 10 seconds of entry.

Door, lock, deadbolt, and handles clean and functioning

☐ Pass ☐ Fail ☐ N/A

Room number / keycard reader clean and working

☐ Pass ☐ Fail ☐ N/A

Entry area free from odour, dust, debris, and trolley marks

☐ Pass ☐ Fail ☐ N/A

DND / make-up-room cards present and in good condition

☐ Pass ☐ Fail ☐ N/A

Safety notice / fire exit information visible

☐ Pass ☐ Fail ☐ N/A

2. Bedroom & sleeping area

Bed made to brand standard (corners, pillow count, skirt alignment)

☐ Pass ☐ Fail ☐ N/A

Linens clean, wrinkle-controlled, free from hair and stains

☐ Pass ☐ Fail ☐ N/A

Mattress protector checked; no stains or damage visible

☐ Pass ☐ Fail ☐ N/A

Headboard, nightstands, desk, and chairs dust-free

☐ Pass ☐ Fail ☐ N/A

Under-bed / behind furniture free from debris

☐ Pass ☐ Fail ☐ N/A

Carpet vacuumed or hard floor mopped; edges and corners clean

☐ Pass ☐ Fail ☐ N/A

Wardrobe empty/clean; hangers, safe, and luggage rack ready

☐ Pass ☐ Fail ☐ N/A

Curtains / sheers / blinds operate; tracks and sills clean

☐ Pass ☐ Fail ☐ N/A

Mirrors and glass streak-free

☐ Pass ☐ Fail ☐ N/A

HVAC vents dust-free; thermostat set to arrival standard

☐ Pass ☐ Fail ☐ N/A

3. Bathroom

Toilet cleaned/sanitised (bowl, seat, hinges, base, flush handle)

☐ Pass ☐ Fail ☐ N/A

Basin, taps, and vanity free from hair, residue, and water spots

☐ Pass ☐ Fail ☐ N/A

Shower / bath, tiles, grout, and glass clean; no mould or soap scum	☐ Pass	☐ Fail	☐ N/A
Drains clear; no standing water	☐ Pass	☐ Fail	☐ N/A
Chrome fixtures polished; mirrors streak-free	☐ Pass	☐ Fail	☐ N/A
Floor mopped and dry; no hair or litter	☐ Pass	☐ Fail	☐ N/A
Towels replaced and folded to par stock	☐ Pass	☐ Fail	☐ N/A
Toiletries / tissue / toilet paper stocked and aligned to brand	☐ Pass	☐ Fail	☐ N/A
Bins emptied, relined, and odour-free	☐ Pass	☐ Fail	☐ N/A

4. Amenities, tech & functionality

Tea / coffee tray clean, stocked, and in-date	☐ Pass	☐ Fail	☐ N/A
Minibar / fridge clean and organised (if applicable)	☐ Pass	☐ Fail	☐ N/A
TV powers on; remote sanitised with working batteries	☐ Pass	☐ Fail	☐ N/A
Telephone dial tone clear; handset sanitised	☐ Pass	☐ Fail	☐ N/A
All lamps and switches work; no blown bulbs	☐ Pass	☐ Fail	☐ N/A
USB / power outlets secure and undamaged	☐ Pass	☐ Fail	☐ N/A
Wi-Fi / directory / stationery collateral present and current	☐ Pass	☐ Fail	☐ N/A
Iron / board and hairdryer clean and functional (if provided)	☐ Pass	☐ Fail	☐ N/A

5. Final release

Room smells neutral / fresh (no musty, smoke, or chemical odour)	☐ Pass	☐ Fail	☐ N/A	
Trip hazards removed; cables tidy	☐ Pass	☐ Fail	☐ N/A	
Lighting and curtains set to arrival standard	☐ Pass	☐ Fail	☐ N/A	
Room status after inspection	☐ Vacant inspected	☐ Clean – rework needed	☐ Maintenance hold	☐ Out of order

DEFECTS / LOST & FOUND / COACHING NOTES

PHOTO EVIDENCE TAKEN FOR FAILS? (LIST ITEMS)

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

ATTENDANT SELF-CHECK COMPLETE	SUPERVISOR NAME
SUPERVISOR SIGNATURE	
RELEASED TO FRONT OFFICE AT (TIME)	