



Your Hotel Guest Room Cleaning Checklist

Date _____

Housekeeper/Inspected By _____

Room # _____

Guest Room Checklist

Item.	Yes	No	Item.	Yes	No			
Door lock works properly			☐ Mattress firm, ☐ turned regularly					
Door opens easily & quietly			Bedspread free of rips & stains					
Light switches work properly			Upholstery clean & in good condition					
Windows open & close properly			Furniture scratched or stained					
Window glass clean			Walls clean & free of cobwebs					
Window glass free of cracks			Walls scratched or nicked					
Drapes straight & working properly			Luggage racks in good condition					
Controls for air conditioning/heating work properly			Pictures and mirrors straight					
Air conditioning filters clean			Furniture drawers slide easily					
Lamps work			Telephone working					
Wall lights work			Clean skivvies & matches					
Lamp shades clean & straight			Mattress pads clean & free of stains					
Bed correctly made			Light bulbs with proper wattage					
Bedspread straight			Minimum of 8 hangers (1 suit, 3 dress)					
Plastic pillows/pillows			Drapes partially closed					
Rate cards posted								
Item.	Yes	No	Item.	Yes	No	Item.	Yes	No
Desk tops			Mirrors			Lamps & shades		
Drawer Tops			Plan of headboard			Light bulbs		
Table Tops			All drawers			Window cords		
Headboards			Closet shelves			Window frame		
Chairs			Closet rods			Covers		
Picture Frames			Telephone			Window sills		

Bathrooms Checklist

Item	Yes	No	Item	Yes	No	Item	Yes	No
Clean toilet seat (both sides)			Shower curtain clean			Fixtures working		
Underside of lavatory clean			Pop up stopper clean			Broken Tile		
Shower rod in good condition			Water spots on tile			Toilet seat firm		
Commode clean under rim			Tub grating missing			Fixtures firm		
Commode flushes properly			Tub grating clean			Chrome sparkling		
Bathrooms free of odors			Supply of towels					

If You Were A Guest, Would You Be Pleased With This Accommodation?

Hotel Maintenance Shift Checklist

Patrick Vollmar



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