Hotel Room Inspection Checklist

60 checks before the next guest

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Property _____ Room _____ Inspected by _____ Date _____

Mark each check Pass, Fail or N/A. Add a short note beside anything that fails.

#	Check	Pass	Fail	N/A	Notes
ENTRY AND DOOR					
1	Door locks and unlocks smoothly with the key or key card	☐	☐	☐	
2	Deadbolt or security latch works	☐	☐	☐	
3	Peephole is clear	☐	☐	☐	
4	Door closes fully on its own	☐	☐	☐	
5	Room number sign is secure and readable	☐	☐	☐	
6	Door, frame and hinges are undamaged	☐	☐	☐	
7	"Do not disturb" sign is present	☐	☐	☐	
BEDROOM					
8	Bed frame is steady and doesn't squeak	☐	☐	☐	
9	Mattress has no stains or sagging, and the protector is on	☐	☐	☐	
10	Headboard is secure	☐	☐	☐	
11	Every light and lamp works	☐	☐	☐	
12	Bulbs match in color and brightness	☐	☐	☐	
13	Sockets and USB charging points work	☐	☐	☐	
14	Switch and socket covers are intact, with no scorch marks	☐	☐	☐	
15	Curtains or blinds open and close fully, and block light	☐	☐	☐	
16	TV turns on, channels work, and the remote has working batteries	☐	☐	☐	
17	Wi-Fi card is present and the password is correct	☐	☐	☐	
18	Drawers, wardrobe doors and hangers are all there and work	☐	☐	☐	
19	Walls and ceiling have no marks, cracks or damp patches	☐	☐	☐	
20	Floor or carpet has no stains, loose edges or trip hazards	☐	☐	☐	
BATHROOM					
21	Hot water comes through quickly and gets properly hot	☐	☐	☐	
22	Shower pressure is good and the head isn't clogged	☐	☐	☐	
23	Taps don't drip, and their handles are tight	☐	☐	☐	
24	Sink, shower and bath drain freely	☐	☐	☐	
25	Toilet flushes, refills and then stops running	☐	☐	☐	
26	Toilet seat is secure	☐	☐	☐	
27	No leaks under the sink or around the base of the toilet	☐	☐	☐	
28	Grout and sealant are clean, with no mold or gaps	☐	☐	☐	
29	Extractor fan works	☐	☐	☐	
30	Mirror is secure and uncracked	☐	☐	☐	

#	Check	Pass	Fail	N/A	Notes
31	Towel rails and hooks are secure	☐	☐	☐	
32	Shower screen or curtain keeps water off the floor	☐	☐	☐	
33	Non-slip mat or surface is in place, and any grab rails are firm	☐	☐	☐	
AIR CONDITIONING AND HEATING					
34	Unit starts and cools (or heats) the room	☐	☐	☐	
35	Thermostat or remote responds	☐	☐	☐	
36	Filter is clean (last changed: _____)	☐	☐	☐	
37	No rattles, buzzing or unusual noise	☐	☐	☐	
38	No drips or water stains below the unit	☐	☐	☐	
39	Air smells fresh, not musty	☐	☐	☐	
40	Condensate drain is clear	☐	☐	☐	
APPLIANCES AND ELECTRICS					
41	Fridge or minibar is cold, with no ice build-up	☐	☐	☐	
42	Kettle or coffee machine works, and its cable is sound	☐	☐	☐	
43	Hairdryer works, and its cable isn't frayed	☐	☐	☐	
44	Safe opens and locks, and is reset to its default code	☐	☐	☐	
45	Phone has a dial tone	☐	☐	☐	
46	Iron works, if one is provided	☐	☐	☐	
47	Clock and alarm are set to the right time	☐	☐	☐	
SAFETY					
48	Smoke alarm sounds when its test button is pressed	☐	☐	☐	
49	Carbon monoxide alarm works, where there's a fuel-burning appliance	☐	☐	☐	
50	Fire evacuation plan is on the back of the door	☐	☐	☐	
51	Route to the fire exit is clear, and exit signs are lit	☐	☐	☐	
52	Sprinkler head, if fitted, is unblocked and unpainted	☐	☐	☐	
53	Window restrictors are fitted where required	☐	☐	☐	
54	No exposed wiring or overloaded adapters	☐	☐	☐	
55	Front desk or emergency number is displayed	☐	☐	☐	
WINDOWS AND BALCONY					
56	Windows open, close and lock	☐	☐	☐	
57	Seals keep out drafts and rain	☐	☐	☐	
58	Insect screens are intact	☐	☐	☐	
59	Balcony railing is firm, with no loose fixings	☐	☐	☐	
60	Balcony door locks, and the balcony drain is clear	☐	☐	☐	

Fails found (count) _____ Room OK to sell? Yes / No _____ Signature _____

Fire safety rules differ by country and local authority. Add anything your local fire code requires.

Run this checklist on your phone, with photos and automatic issues: **repairdesk360.com**

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