

Hotel Housekeeping Inspection Checklist

A guest room and public area inspection for housekeeping managers and contract cleaners: entry, sleeping area, bathroom, minibar and balcony, plus corridors, lobby and back of house

Site _____ Date _____ Inspector _____

Guest Room Entry and Closet

	Pass	Fail	N/A
Door, frame, handle, deadbolt and security latch wiped, no marks around the lock plate	☐	☐	☐
Door back panel with the rate card and evacuation map clean and straight	☐	☐	☐
Privacy sign present and clean, hanging on the inside handle	☐	☐	☐
Closet shelf and rail dusted, hangers counted to standard and facing the same way	☐	☐	☐
Safe wiped inside and out, door open, no items left behind	☐	☐	☐
Iron plate clean with no scorch residue, board cover unstained, both stowed	☐	☐	☐
Luggage rack straps and frame wiped, no hair on the webbing	☐	☐	☐
Entry floor vacuumed to the door sweep, threshold free of grit	☐	☐	☐

Guest Room Sleeping Area

	Pass	Fail	N/A
Linen crisp with no hair, stains or previous-guest marks, mitred corners to standard	☐	☐	☐
Mattress protector clean and the mattress rotated per the posted schedule	☐	☐	☐
Headboard face and top edge dusted, wall behind the headboard free of marks	☐	☐	☐
Under the bed clear, vacuumed, nothing left by the previous guest	☐	☐	☐
Nightstand tops, drawer interiors and the lamp base and shade dusted	☐	☐	☐
Light switches, thermostat, phone handset and keypad wiped	☐	☐	☐
Remote control wiped including between the buttons, batteries working	☐	☐	☐

Television screen and bezel clean, no dust ledge on the frame	☐	☐	☐
Desk surface, chair seat, arms and legs wiped, desk chair castors clean	☐	☐	☐
Mirror and picture glass streak-free when checked at an angle	☐	☐	☐
Window glass, sill, track and the sheer and blackout curtain hems clean	☐	☐	☐
Carpet vacuumed with edges detailed, no vacuum track pattern left uneven	☐	☐	☐
Air vent grille and return dust-free, unit filter checked on schedule	☐	☐	☐

Guest Bathroom

	Pass	Fail	N/A
Toilet bowl, rim underside, seat hinges, tank and the floor seam at the base clean	☐	☐	☐
Shower walls, glass, door track and grout free of soap film and water spotting	☐	☐	☐
Shower head, arm and fixture escutcheons descaled, no mineral crust at the outlet	☐	☐	☐
Tub or shower floor and the drain clear, no hair at the strainer	☐	☐	☐
Sink bowl, overflow, tap base and stopper clean, counter dry and free of hair	☐	☐	☐
Mirror clean to the edges, light diffuser dust-free	☐	☐	☐
Amenities placed to standard, none part-used or missing	☐	☐	☐
Towels folded to standard, correct count, no fraying or stains	☐	☐	☐
Hair dryer body, nozzle and inlet grille clean and functioning	☐	☐	☐
Exhaust fan grille free of lint, fan pulling when tested	☐	☐	☐
Waste bin emptied, liner fitted, bin body and lid washed	☐	☐	☐
Floor mopped to the baseboard and behind the door, corners included	☐	☐	☐

Minibar, Coffee Station and Balcony

	Pass	Fail	N/A
Kettle or coffee maker descaled, carafe clean, no stale grounds in the basket	☐	☐	☐
Cups, glasses and lids replaced clean, no water spots or lip marks	☐	☐	☐
Tray, coasters and supply basket wiped, stock to standard	☐	☐	☐
Minibar interior wiped, contents to standard, nothing expired	☐	☐	☐
Ice bucket and liner clean and dry	☐	☐	☐

Balcony or patio floor swept, rail wiped, no cigarette debris in corners	☐	☐	☐
Balcony furniture wiped and set to standard, glass door track clean	☐	☐	☐

Corridors and Elevator Lobbies

	Pass	Fail	N/A
Corridor carpet vacuumed including edges and against the room door frames	☐	☐	☐
Room door faces, number plates and frames wiped	☐	☐	☐
Elevator door tracks clear of grit, doors and jambs clean	☐	☐	☐
Elevator interior walls, rails, buttons and mirror clean, floor damp mopped	☐	☐	☐
Baseboards and the wall corner guards free of cart scuff marks	☐	☐	☐
Wall sconces, ceiling vents and exit signs dust-free	☐	☐	☐
Ice and vending alcove floor mopped, machine fronts and drip tray clean	☐	☐	☐
Nothing left in the corridor: no linen bags, trays or amenity boxes	☐	☐	☐

Lobby and Public Washrooms

	Pass	Fail	N/A
Entry glass clean on both faces, door push plates and handles wiped	☐	☐	☐
Entry matting vacuumed and lifted, no grit or water trapped underneath	☐	☐	☐
Lobby hard floor clean with no traffic lane dulling, soft floor vacuumed to the edges	☐	☐	☐
Seating upholstery, arms and frames wiped, cushions dressed	☐	☐	☐
Reception counter, bell desk and luggage cart handles wiped	☐	☐	☐
Public washroom fixtures, floor seams, mirrors and dispensers clean and stocked	☐	☐	☐
Planters free of debris, no dropped leaves under the foliage	☐	☐	☐
Exterior entry approach swept, ashtray or receptacle emptied	☐	☐	☐

Back of House and Housekeeping Areas

	Pass	Fail	N/A
Housekeeping cart clean, organised, no unlabelled spray bottles	☐	☐	☐
Linen room shelves dust-free, clean and soiled linen kept separate	☐	☐	☐
Linen chute area clean, no bagged linen left on the floor	☐	☐	☐

Service corridor floors swept and mopped, walls free of cart marks	☐	☐	☐
Janitor closet sink clean, mop heads hung to dry, nothing stored on the floor	☐	☐	☐
Chemicals labelled and stored with the safety data sheets accessible	☐	☐	☐
Vacuum filters and brush rolls clean, cords undamaged	☐	☐	☐
Staff washroom and break area fixtures, surfaces and floor clean	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Room inspected in the same order every time so nothing is skipped under time pressure	☐	☐	☐
Disinfectant left wet on bathroom fixtures for the contact time printed on its label	☐	☐	☐
Bathroom cloths never reach a guest room surface, colour coding followed	☐	☐	☐
No odour on entry: musty, smoke or chemical smells recorded as a failure	☐	☐	☐
Maintenance faults photographed and reported rather than cleaned around	☐	☐	☐
Lost and found items bagged, tagged with the room number and handed in the same shift	☐	☐	☐
Room left at the correct temperature with lights, television and curtains set to standard	☐	☐	☐

Suggested frequency

Daily	Full guest room clean, bathroom, linen change, corridors, lobby, public washrooms
Weekly	Under-bed vacuum, balcony detail, cart and closet deep clean, vent grille wipe
Monthly	High dusting, light diffusers, curtain hems, wall spot washing, mattress rotation
Quarterly	Carpet extraction, hard floor restoration, upholstery cleaning, window interior wash

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