

Hotel Room Inspection Procedure

By Checklist.com

- ☐ **Record the room identifier**
Use the room number or internal reference, not a guest name or booking document.
- ☐ **Confirm the room is ready for inspection**
Check the cleaning handoff, outstanding maintenance and current room status. Resolve conflicting occupancy information before entry.
- ☐ **Follow the hotel's room-entry procedure**
Verify access is authorized and observe privacy indicators. Do not assume that a room listed as vacant is empty. If access is refused or uncertain, stop and report the discrepancy.
- ☐ **Check the entrance door and room security**
Check normal operation of the door, lock and latch as trained. Look for damage or a failure to close securely. Escalate security defects immediately; do not attempt unauthorized repairs.
- ☐ **Check windows, curtains and accessible balcony areas**
Inspect closures and privacy coverings; check any accessible balcony according to the hotel's inspection standard. Do not bypass window restrictors or lean over barriers.
- ☐ **Look for hazards and visible safety-equipment concerns**
Check for wet floors, trip hazards, exposed wiring, unusual odors, signs of pests and visible damage or obstruction of safety equipment. Report concerns; do not disable alarms or undertake specialist testing.
- ☐ **Inspect bedroom surfaces and high-touch points**
Check dust, hair, residue and marks on visible surfaces, handles, switches and supplied remotes. Include edges and accessible areas that a quick doorway glance misses.
- ☐ **Check the finished bed and linen**
Confirm the bed arrangement matches the room standard. Look for stains, damage, hair or damp linen. Refer suspected contamination or pest signs for the hotel's response instead of concealing them.
- ☐ **Inspect furniture, drawers and storage**
Check cleanliness, stability and damage. In this vacant-room inspection, look for items left behind without opening personal bags or containers. Use the hotel's lost-property process for discoveries.
- ☐ **Check lights and supplied room equipment**
Use normal guest controls to check lights, television, remote and other supplied equipment. Look for damaged fittings or cables. Do not dismantle electrical equipment.
- ☐ **Check heating, cooling and ventilation**
Confirm controls respond under the hotel's checking method; note unusual noise, odor or airflow. Restore the approved room setting after the check.
- ☐ **Check the bathroom's finish**
Look closely at the toilet, basin, shower or bath, mirror, floor and accessible fittings for residue, hair, marks and standing water.
- ☐ **Check bathroom fixtures and drainage**
Check normal operation for leaks, flushing and drainage according to property instructions. Escalate water-temperature concerns using the approved testing method, not an improvised test.
- ☐ **Verify towels, toiletries and room supplies**
Compare quantities and condition with the room standard. Check packaging and any applicable expiry dates; replace missing or unsuitable stock through the attendant.
- ☐ **Check provided appliances and guest information**
Check the kettle, refrigerator or minibar only where supplied, using the property's method. Confirm guest information and emergency instructions are present, readable and current.
- ☐ **Record defects and arrange correction**
Add each defect to the affected task's notes or issue record. Identify the exact location and hand off to housekeeping, maintenance or the duty supervisor. Include an internal work reference if used; avoid guest personal details.
- ☐ **Reinspect corrected items before release**
Verify the actual correction, not merely that somebody reported it done. If work remains, keep the failed check unresolved and select a held outcome below.

☐ **Secure the room and complete the final presentation check**

Ensure tools and inspection materials are removed, the approved setup is restored, and the door secures when you leave. Do not use a completed cleaning record as a substitute for this final check.

☐ **Record the inspection outcome**

Ready means the required checks passed. Ready after correction means rework was completed and rechecked. Held means outstanding work prevents release. Not completed means access or another interruption prevented the inspection.

☐ **Communicate the outcome to the responsible colleague**

Pass the room identifier, readiness decision and any unresolved work to the authorized room-status owner. Update the hotel's approved system or log separately; this checklist does not change room availability automatically.