

HOSPITALITY GUEST ROOM INSPECTION TEMPLATE

Guest Room Inspection Checklist

Inspect cleanliness, bed and bathroom presentation, locks, lighting, HVAC, furniture, amenities, maintenance, safety, defects, reinspection, and final guest-ready release.

PROPERTY / FLOOR

ROOM / ROOM TYPE

INSPECTION DATE

INSPECTOR / APPROVER

1. Inspection setup, room identity, status, standards, and readiness scope

1

Confirm the property, building or wing, floor, room number, room type, inspection date and time, housekeeping status, inspector, supervisor, and final approver.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Use the exact room number and type so findings remain traceable.

2

Verify the room is the correct room type and configuration for the reservation or release status, including bed setup, occupancy arrangement, accessibility features where applicable, and requested guest preferences.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Room configuration should match the expected guest setup.

3

Confirm the current property room standard, cleaning checklist, maintenance status, brand presentation guidance, amenity standard, and any VIP or special-arrival requirements are available.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Use the current property and brand standard, not memory alone.

4

Review unresolved housekeeping, maintenance, minibar, linen, guest-request, pest, safety, or engineering issues previously reported for the room.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Review open room defects before final inspection.

5

Check whether the room has been serviced, maintenance-cleared, and made available for final inspection without ongoing work that could affect cleanliness or presentation.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Final inspection should happen after active work is complete.

6

Record the room's initial release status as ready, needs attention, or out of service and capture overview evidence before defects are corrected.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Capture the room status before corrections begin.

2. Entrance, door, locks, privacy, windows, balcony, and guest security

7

Inspect the guest-room entrance door, frame, finish, handle, closer, hinges, door stop, threshold, and visible hardware for damage, looseness, noise, or poor operation.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Guest security defects should be treated as high priority.

8

Verify the primary lock, deadbolt or secondary security device, latch, key-card reader, privacy function, and inside release operate correctly according to the property's security standard.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Test locks from the guest side, not just visually.

9

Check the door viewer or other provided entry-viewing feature is clean, unobstructed, secure, and usable from inside the room.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Entry viewing features should be clean and usable.

10

Inspect windows, balcony doors, patio doors, restrictors, locks, handles, safety stops, curtains, blinds, and blackout systems for secure and smooth operation.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Check windows and balcony doors for secure operation.

11

Confirm balcony or terrace areas, railings, furniture, surfaces, drainage, lighting, and door thresholds are clean, stable, and free from visible hazards where provided.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Balcony presentation is part of room readiness where provided.

12

Remove the room from service when a door, lock, window, balcony, privacy, or access-security defect creates an unacceptable guest-safety or security concern.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Do not release a room with unresolved access-security defects.

3. Room cleanliness, odor, dust, surfaces, high-touch points, and housekeeping finish

13

Check the room has a clean, fresh, neutral presentation without smoke, damp, sewage, chemical, food, body odor, or other persistent unpleasant smells.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Odor is one of the first things a guest notices.

14

Inspect floors, carpets, rugs, skirtings, corners, under-bed areas, behind doors, furniture edges, vents, and visible surfaces for dust, hair, debris, stains, litter, or missed cleaning.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Check hidden and low-level areas where dust and debris collect.

15

Verify high-touch surfaces such as handles, switches, remote controls, telephones, thermostats, desk surfaces, drawer pulls, and controls are visibly clean and free from residue.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: High-touch points deserve consistent inspection every room.

16

Check mirrors, glass, windows, frames, picture surfaces, decorative items, and polished finishes for fingerprints, streaks, dust, smears, or visible marks.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Use natural and room lighting to reveal streaks on glass.

17

Inspect bins, liners, recycling containers, trays, used-item collection points, and housekeeping storage areas for correct setup and absence of leftover guest waste.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: A clean bin area supports the overall room impression.

18

Confirm there are no signs of pests, insects, droppings, webs, nesting, unexplained bites, or other pest activity and escalate evidence according to property procedure.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Escalate pest evidence instead of cleaning away the sign.

4. Bed, mattress, linen, pillows, soft furnishings, and sleep-area presentation

- 19 Inspect the bed frame, headboard, base, mattress, topper, protectors, visible supports, and surrounding area for damage, stains, odor, looseness, or maintenance defects. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Inspect the mattress and protectors, not only the top linen.

- 20 Verify sheets, pillowcases, duvet covers, blankets, and other bed linen are clean, fresh, correctly fitted, free from stains, tears, hair, lint, or visible wear beyond the property standard. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Fresh linen should be clean and free from visible wear.

- 21 Check pillows, cushions, duvets, blankets, protectors, and decorative bedding are correctly counted, arranged, undamaged, odor-free, and appropriate for the room type. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Pillow and bedding counts should match the room standard.

- 22 Confirm the bed is made consistently to the property's presentation standard with even alignment, smooth surfaces, correct fold or tuck, and no visible housekeeping marks. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Consistent bed presentation makes room quality easier to audit.

- 23 Inspect curtains, upholstery, cushions, chairs, ottomans, decorative textiles, and other soft furnishings for stains, tears, dust, odor, loose threads, or poor presentation. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Soft furnishings can hold stains and odor after the room looks clean.

- 24 Escalate damaged, soiled, pest-affected, or hygiene-compromised bedding, mattresses, protectors, or soft furnishings before the room is released. GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Hygiene-compromised bedding should never remain in a released room.

5. Bathroom cleanliness, fixtures, water, drainage, towels, and guest amenities

- 25 Inspect the toilet, seat, flush, basin, vanity, mirror, shower, bath, taps, handles, glass, tiles, grout, drains, shelves, and visible plumbing for cleanliness and condition.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Inspect wet areas from low angles to see hair and residue.

- 26 Check hot and cold water, water pressure, drainage, stopper or plug, shower controls, handheld fixtures, and other guest-use plumbing functions for normal operation where applicable.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Test drainage and water controls, not only appearance.

- 27 Verify bathroom floors, walls, corners, seals, shower screens, curtains, grout, drains, and wet-area surfaces are free from hair, soap residue, scale, mold-like growth, stains, pooling, and unpleasant odor.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Corners and seals reveal recurring bathroom hygiene gaps.

- 28 Confirm towels, bath mats, robes, slippers, tissues, toilet paper, dispensers, and other linen or hygiene items are clean, complete, correctly placed, and appropriate for the room standard.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Count towels and hygiene supplies against the room type.

- 29 Check soap, shampoo, conditioner, lotion, dental or vanity items, and other provided amenities are sealed or presented correctly, in date where relevant, clean, and replenished to standard.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Guest amenities should look untouched and intentionally presented.

- 30 Remove the room from service for active leaks, blocked drainage, unsafe water temperature, broken sanitary fixtures, severe hygiene issues, or other bathroom defects that materially affect guest use.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Leaks and serious hygiene defects are strong out-of-service triggers.

6. Lighting, electrical points, HVAC, temperature, ventilation, and room environment

31
Test entrance, bedside, desk, ceiling, bathroom, wardrobe, reading, decorative, and other guest-accessible lights and switches for correct operation.
CRITICAL
GUEST ROOM

Ready
Needs attention
Out of service
N/A

Execution tip: Test every guest-accessible light and switch.

32
Inspect sockets, USB points, chargers, bedside power, switches, faceplates, plugs, cords, lamps, and visible electrical items for secure condition and absence of damage or overheating signs.
CRITICAL
GUEST ROOM

Ready
Needs attention
Out of service
N/A

Execution tip: Damaged sockets, cords, or lamps should be escalated immediately.

33
Verify HVAC, fan-coil, thermostat, air-conditioning, heating, ventilation, and fan controls operate normally and can achieve a comfortable room condition.
CRITICAL
GUEST ROOM

Ready
Needs attention
Out of service
N/A

Execution tip: HVAC should be checked for both operation and comfort.

34
Check supply and return vents, grilles, filters visible to the guest, extract fans, and air paths for cleanliness, blockage, unusual noise, vibration, odor, or condensation.
CRITICAL
GUEST ROOM

Ready
Needs attention
Out of service
N/A

Execution tip: Dirty vents and unusual odor affect guest perception quickly.

35
Confirm the room is free from excessive heat, cold, humidity, drafts, mechanical noise, lighting flicker, or other environmental conditions likely to affect guest comfort.
CRITICAL
GUEST ROOM

Ready
Needs attention
Out of service
N/A

Execution tip: Noise and temperature can make an otherwise clean room unacceptable.

36
Remove the room from service for exposed electrical hazards, failed essential lighting, significant HVAC failure, uncontrolled water near electrical equipment, or other serious room-environment defects.
GUEST ROOM

Ready
Needs attention
Out of service
N/A

Execution tip: Serious electrical or HVAC defects should block room release.

7. Furniture, fixtures, TV, phone, safe, minibar, appliances, and guest equipment

- 37 Inspect desks, tables, chairs, wardrobes, drawers, shelves, luggage racks, bedside units, mirrors, artwork, and fixed furniture for cleanliness, stability, damage, and correct alignment. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Stable furniture matters as much as clean furniture.

- 38 Verify television, remote control, channel access, casting or media functions where provided, display condition, volume, and basic guest operation are working. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Test the TV and remote together.

- 39 Check the room telephone, intercom, alarm clock, bedside controls, digital panels, or guest communication devices for cleanliness and basic operation where provided. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Guest communication devices should be simple to use.

- 40 Test the in-room safe, minibar, refrigerator, kettle, coffee machine, iron, hair dryer, or other provided guest equipment for cleanliness, completeness, safe condition, and basic function. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Appliances should be clean before they are function-tested.

- 41 Confirm minibar stock, snacks, beverages, coffee, tea, cups, glasses, spoons, trays, and related items are complete, clean, correctly arranged, and within the property's stock and date-control requirements where applicable. CRITICAL GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Minibar presentation should follow property stock and date rules.

- 42 Remove or replace damaged, unstable, missing, dirty, malfunctioning, or unsafe furniture, appliances, equipment, cords, glassware, or guest-use items before release. GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Remove defective guest-use equipment rather than leaving it in place.

8. Amenities, guest supplies, information, brand presentation, and personalization

43

Verify bottled water, tea and coffee supplies, stationery, laundry bags, shoe-care items, guest information, menus, service directories, and other standard supplies are complete and correctly presented.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Count supplies against the approved room standard.

44

Check printed and digital guest information is current, clean, easy to access, and appropriate for the property's service, safety, Wi-Fi, contact, checkout, and emergency guidance.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Outdated guest information creates avoidable service failures.

45

Confirm hangers, luggage items, laundry forms, slippers, robes, extra bedding, pillows, or other room-type amenities are available in the correct quantity where required.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Room-type differences should be reflected in amenity counts.

46

Verify decorative items, artwork, cushions, lighting scenes, trays, furniture positions, curtain positions, and visible branding match the approved room presentation standard.

CRITICAL

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Presentation settings should be consistent across comparable rooms.

47

Confirm VIP, loyalty, celebration, family, accessibility, allergy, or other approved guest personalization has been completed accurately without exposing private information unnecessarily.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Verify personalization carefully and protect guest privacy.

48

Remove outdated, damaged, mismatched, incomplete, visibly used, or poorly presented guest supplies before the room is released.

GUEST ROOM

Ready

Needs attention

Out of service

N/A

Execution tip: Remove anything that looks used, damaged, or inconsistent.

9. Maintenance, safety, emergency information, defects, and room out-of-service control

- 49 Inspect visible ceilings, walls, floors, joinery, furniture, fixtures, fittings, sealants, hardware, glass, and finishes for cracks, damage, looseness, stains, corrosion, or deterioration. **CRITICAL** GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Minor maintenance defects become guest complaints if repeatedly ignored.

- 50 Check visible smoke-detection, fire-safety, emergency-information, egress, and other guest-room safety features are unobstructed and appear intact according to property and local requirements. **CRITICAL** GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Visible safety features should never be obstructed.

- 51 Verify emergency information, evacuation guidance, room identification, and any required safety notices are present, legible, and positioned according to the property standard. **CRITICAL** GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Emergency information should be easy for a guest to find.

- 52 Check for active leaks, dampness, water staining, unusual electrical smells, overheating, unusual mechanical noise, unstable furniture, sharp edges, trip hazards, or other conditions requiring maintenance attention. **CRITICAL** GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Leaks, smells, heat, instability, and sharp edges deserve escalation.

- 53 Assign each defect a category, severity, owner, due date, room restriction, maintenance action, evidence requirement, and reinspection rule. **CRITICAL** GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Every defect needs a clear room-status impact.

- 54 Mark the room out of service when a safety, security, hygiene, plumbing, electrical, HVAC, pest, structural, or major functionality defect should prevent guest occupancy. GUEST ROOM
- Ready Needs attention Out of service N/A

Execution tip: Use out-of-service status when the room should not be sold.

10. Final presentation, release decision, corrective actions, handover, and sign-off

- 55** Complete a final walk-through from the guest's perspective, checking first impression, smell, temperature, lighting, bed presentation, bathroom, amenities, functionality, and overall room appearance. **CRITICAL** **GUEST ROOM**
- Ready Needs attention Out of service N/A

Execution tip: Do the final walk-through as if you were the arriving guest.

- 56** Confirm all housekeeping and maintenance findings have been corrected, accepted, or formally controlled before the room is marked ready. **CRITICAL** **GUEST ROOM**
- Ready Needs attention Out of service N/A

Execution tip: Ready means both housekeeping and maintenance are acceptable.

- 57** Verify no cleaning tools, chemicals, engineering materials, lost property, staff belongings, packaging, maintenance debris, or temporary work items remain in the room. **CRITICAL** **GUEST ROOM**
- Ready Needs attention Out of service N/A

Execution tip: Check for staff tools and temporary items before leaving.

- 58** Check curtains, lights, thermostat, television, furniture, bathroom door, wardrobe, minibar, welcome items, and other presentation settings are left in the property's approved arrival condition. **CRITICAL** **GUEST ROOM**
- Ready Needs attention Out of service N/A

Execution tip: Use one approved arrival setup for consistency.

- 59** Capture final evidence for defects that required correction and record any remaining noncritical item with owner, due date, restriction, and follow-up requirement. **CRITICAL** **GUEST ROOM**
- Ready Needs attention Out of service N/A

Execution tip: Keep closure evidence for meaningful defects.

- 60** Record final room status, ready time, outstanding restrictions, housekeeping inspector, maintenance reviewer where required, supervisor or duty manager, date, time, and sign-off. **GUEST ROOM**
- Ready Needs attention Out of service N/A

Execution tip: Final sign-off should clearly state the room release decision.

RUN THIS CHECKLIST DIGITALLY

Turn room defects into accountable correction and verified guest-ready release

Capture room condition, defects, owners, restrictions, reinspection, and final release evidence in Taqtics.

Try Guest Room Inspections in Taqtics