Hotel room inspection checklist

01 The visit

Room number

Date

Checked by (printed name)

02 Entry door, locks and security

7 checks

CHECK	PASS	FLAG	FAIL	NOTE
Door closing	☐	☐	☐	
Card lock	☐	☐	☐	
Deadbolt and security latch	☐	☐	☐	
Door viewer	☐	☐	☐	
Connecting door, if any	☐	☐	☐	
Evacuation plan	☐	☐	☐	
Closer, frame, strike	☐	☐	☐	

03 Bathroom

11 checks

CHECK	PASS	FLAG	FAIL	NOTE
Toilet	☐	☐	☐	
Sink	☐	☐	☐	
Tub and shower drain	☐	☐	☐	
Shower valve	☐	☐	☐	
Shower head	☐	☐	☐	
Caulk and grout	☐	☐	☐	
Exhaust fan	☐	☐	☐	
Towel bars, hooks, shelves	☐	☐	☐	
GFCI outlet	☐	☐	☐	
Hair dryer	☐	☐	☐	
Mirror and vanity	☐	☐	☐	

04 Sleeping area and furniture

6 checks

CHECK	PASS	FLAG	FAIL	NOTE
Bed frame and headboard	☐	☐	☐	
Mattress and box spring	☐	☐	☐	
Chairs, desk, nightstands	☐	☐	☐	
Carpet and hard floors	☐	☐	☐	
Closet and safe	☐	☐	☐	
Walls and ceiling	☐	☐	☐	

05 PTAC or room heating and cooling

8 checks

CHECK	PASS	FLAG	FAIL	NOTE
Cooling and heating	☐	☐	☐	
Supply air temperature	☐	☐	☐	
Filters	☐	☐	☐	
Noise	☐	☐	☐	
Condensate	☐	☐	☐	
Wall sleeve	☐	☐	☐	
Controls	☐	☐	☐	
Cord and plug	☐	☐	☐	

06 Electrical and lighting

5 checks

CHECK	PASS	FLAG	FAIL	NOTE
Lamps and switches	☐	☐	☐	
Outlets and USB ports	☐	☐	☐	
TV, remote, clock	☐	☐	☐	
Cords	☐	☐	☐	
Room phone	☐	☐	☐	

07 Windows, drapes and balcony

4 checks

CHECK	PASS	FLAG	FAIL	NOTE
Window locks and stops	☐	☐	☐	
Glass	☐	☐	☐	
Drapes and blackout	☐	☐	☐	
Balcony door and railing	☐	☐	☐	

08 Smoke alarm and life safety

4 checks

CHECK	PASS	FLAG	FAIL	NOTE
Smoke alarm, stand-alone	☐	☐	☐	
Smoke detector on the fire alarm system	☐	☐	☐	
Carbon monoxide alarm, if the room has fuel-burning equipment	☐	☐	☐	
Sprinkler head, if fitted	☐	☐	☐	

09 Accessible rooms: add these

7 checks

CHECK	PASS	FLAG	FAIL	NOTE
Grab bars	☐	☐	☐	
Hand-held shower	☐	☐	☐	
Shower water temperature	☐	☐	☐	
Shower or tub seat	☐	☐	☐	
Door lever, faucets, thermostat	☐	☐	☐	
Clear floor space	☐	☐	☐	
Door knock and phone signals, in rooms with communication features	☐	☐	☐	

10 Readings

READING	THIS VISIT	LAST QUARTER	NOTE
Supply air temperature, PTAC or room unit (°F)			
Shower water temperature at the spray (°F)			

11 Defects and sign-off

Defects found, or no defects

Work orders written

Signature