



HOTEL ROOM CHECKLIST

Actions/comment:

- | | | |
|--|--|--|
| <p>1. Room smell- anything that needs seeing to?</p> | <p><input type="checkbox"/> Passed
<input type="checkbox"/> Failed</p> | <div style="border: 1px solid black; height: 50px;"></div> |
| <p>2. Lighting check - do all the switches work, are the bulbs working?</p> | <p><input type="checkbox"/> Passed
<input type="checkbox"/> Failed</p> | <div style="border: 1px solid black; height: 50px;"></div> |
| <p>3. Check light switch panels and plug sockets- are they clean? Is there any damage? Are they screwed on tight enough?</p> | <p><input type="checkbox"/> Passed
<input type="checkbox"/> Failed</p> | <div style="border: 1px solid black; height: 50px;"></div> |
| <p>4. Heat /AC working/clean - does the heating work? Are the vents clean etc.</p> | <p><input type="checkbox"/> Passed
<input type="checkbox"/> Failed</p> | <div style="border: 1px solid black; height: 50px;"></div> |
| <p>5. Wall damage- is there any damage on the walls and corners of the room?</p> | <p><input type="checkbox"/> Passed
<input type="checkbox"/> Failed</p> | <div style="border: 1px solid black; height: 50px;"></div> |
| <p>6. Furniture checks, all working, damaged/ is it clean- is the furniture in working order? Any stains etc?</p> | <p><input type="checkbox"/> Passed
<input type="checkbox"/> Failed</p> | <div style="border: 1px solid black; height: 50px;"></div> |



7. Check the TVs, volume, on, menus etc- does the TV turn on, the channels work, does the remote-control work?

- Passed
 Failed

8. Check the phones - does the phone ring out, can you call people, can you receive a call?

- Passed
 Failed

9. Sink check- taps work, not wobbly or dripping, gives hot and cold water, no damage to the sink?

- Passed
 Failed

10. Toilet check- flush is fine, no damage to the toilet, no leaks?

- Passed
 Failed

11. Check bathroom attachments- toilet roll holder, towel rail etc, do they all work, any lose screws, and other damage?

- Passed
 Failed

12. Bath/shower check- taps works, and the bath plug holds the water and drains well, hot, and cold water?

- Passed
 Failed

13. Check the shower curtain/ door if there is one- clean, fixed well, no breaks or chips, other damage?

- Passed
 Failed



14. **Tile check- any chips, grouting clean and okay? waterproof sealant okay?**

- Passed**
- Failed**

15. **Curtain check- any stains and working right, nothing falling down?**

- Passed**
- Failed**

16. **Flooring check- breaks, anything you can trip on, any stains?**

- Passed**
- Failed**

17. **Check the paintings or wall features are attached safety, not broken?**

- Passed**
- Failed**

Signed:

Name:

Date: