

HOTEL ROOM MAINTENANCE INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Room Entry and Security

- Yes No — Door lock, deadbolt, and peephole are functional
- Yes No — Keycard or manual lock system works properly
- Yes No — Door closes fully and without obstruction
- Yes No — Smoke detector is installed and functional

Lighting and Electrical

- Yes No — All light fixtures operate with working bulbs
- Yes No — Power outlets are functional and undamaged
- Yes No — Lamps and switches are secure and operational
- Yes No — No exposed wiring or electrical hazards present

HVAC and Ventilation

- Yes No — Heating and cooling systems respond properly
- Yes No — Thermostat is functional and displays correctly
- Yes No — Vents are clean and unobstructed
- Yes No — No unusual odors or noises from HVAC unit

Furniture and Fixtures

- Yes No — Bed frame, mattress, and headboard are clean and damage-free
- Yes No — Chairs, tables, and desks are stable and unbroken
- Yes No — Curtains or blinds open and close properly
- Yes No — Mirrors and wall art are secure and clean

Bathroom Inspection

- Yes No — Sink, toilet, and shower/tub are clean and functional
- Yes No — Faucets have both hot and cold water and do not leak
- Yes No — Drains are clear and water pressure is adequate
- Yes No — Towel racks, shelves, and dispensers are secure
- Yes No — Exhaust fan works correctly

Cleanliness and Supplies

- Yes No — Floors are clean and free from damage
- Yes No — Trash bins are empty and clean
- Yes No — Basic amenities (toilet paper, soap, towels) are stocked
- Yes No — No signs of pests or foul odors

Safety and Fire Protection

- Yes No — Fire evacuation map is posted
- Yes No — Fire extinguisher (if applicable) is present and charged
- Yes No — Emergency lighting is functional

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

I confirm this inspection was completed accurately

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