

Room inspection checklist: How to inspect a hotel room housekeeping

This checklist walks you through how to inspect a hotel room housekeeping standards from the moment you arrive at the door until you release the room to the next guest. Follow each section in order to confirm the room is clean, functional, safe, and fully stocked before check-in.



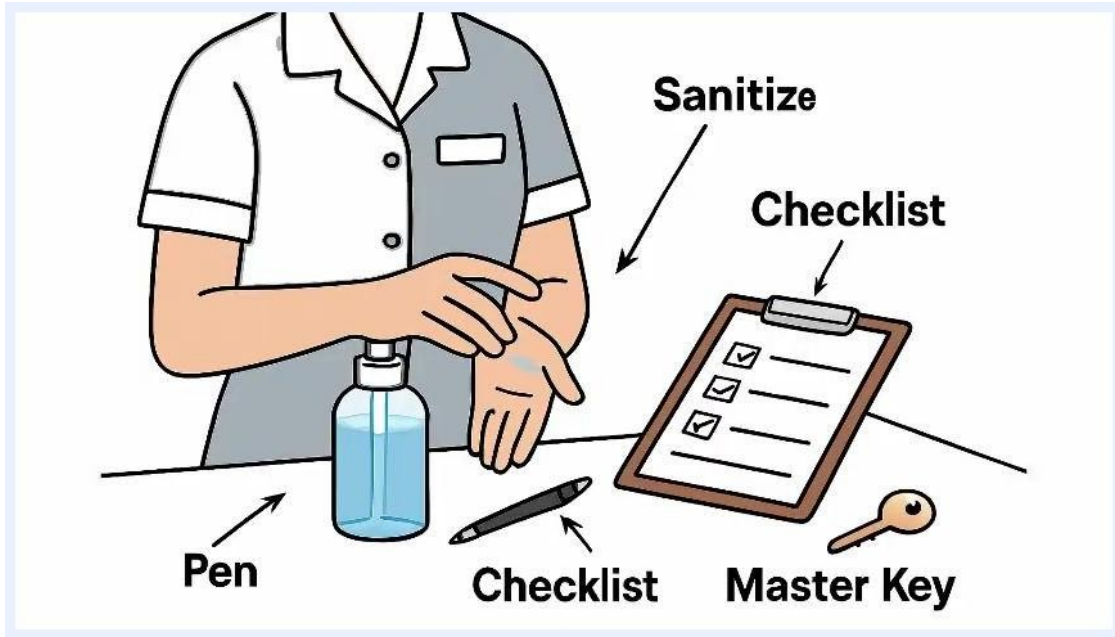
Staff member holding a checklist and phone at the open door of a clean room. The foreground shows a device screen reading "ROOM 101 INSPECTED," under the heading "Final Walk-Through and Documentation."

Prerequisites

Before you begin the inspection, gather everything you need and prepare yourself to enter the room.

- ☐ Room assignment list obtained
- ☐ Checklist or inspection app ready
- ☐ Working pen available (if using a paper checklist)
- ☐ Master key collected
- ☐ Hands sanitized thoroughly

- [] Clean uniform worn with name badge visible



A housekeeper in uniform stands by a door, holding a checklist and master key, with a "ROOM ASSIGNMENT" sheet posted on the wall.



Close-up of a housekeeper's hands showing sanitizer, pen, checklist, and master key, each labeled.

Confirm you have all four items – pen, checklist, master key, and sanitizer – before moving to the door.

Inspection details

Record the basic details of the inspection as you begin your walkthrough.

- ☐ Room number identified from the assignment list
- ☐ Date of inspection noted
- ☐ Inspector name recorded
- ☐ Housekeeper name recorded
- ☐ Current room status confirmed (for example, vacant)
- ☐ Priority level noted, if applicable

Entry area

Approach the assigned room and follow the proper entry procedure before assessing the space.

- ☐ Knocked on the door three times
- ☐ Announced clearly, "Housekeeping, room inspection," and paused for a response
- ☐ Entered slowly and announced again, even though the room was marked vacant
- ☐ Switched on all lights in the room
- ☐ Opened curtains to let in natural light
- ☐ Opened a window or door for fresh air, where possible



Housekeeper knocking on a door labeled "VACANT" and announcing "Housekeeping, room inspection."

Stand near the door and view the room as a guest would upon entry.

- ☐ Room appears bright, tidy, and welcoming (Pass/Fail)
- ☐ No strong or unpleasant odors detected (Pass/Fail)
- ☐ No visible dust, stains, or clutter (Pass/Fail)
- ☐ Any issue noted immediately if something feels out of place

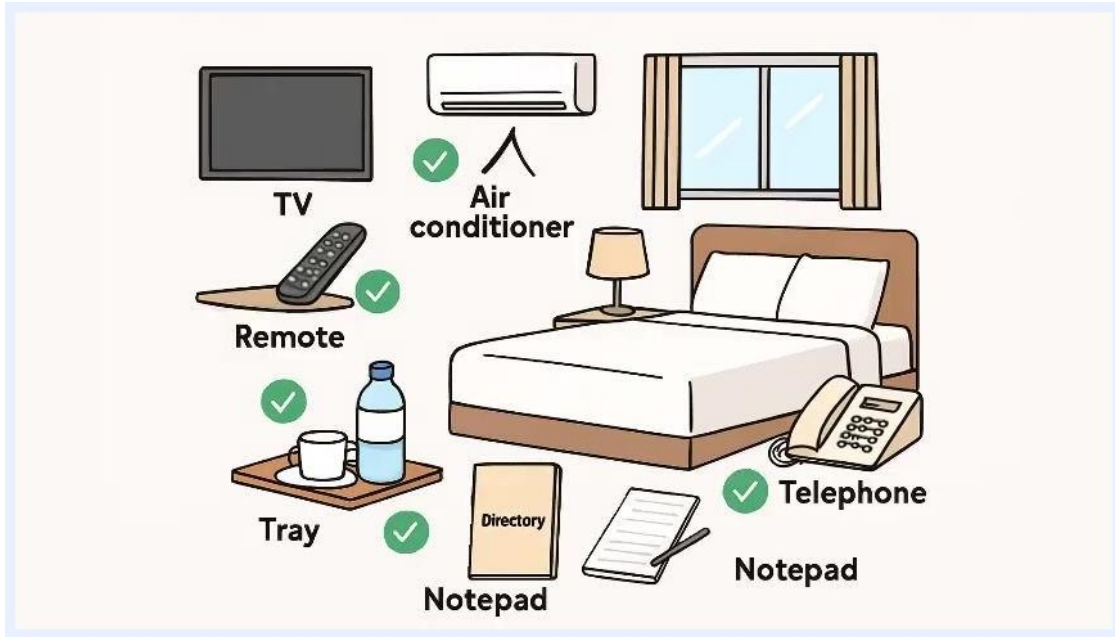


Housekeeper standing at the entrance, checking for odors, dust, stains, and clutter in the room.

Check the safety and security features located at the entry.

- ☐ Door lock, latch, and peephole function properly (Pass/Fail)
- ☐ Key card works with the door lock (Pass/Fail)
- ☐ Smoke detector is visible, unblocked, and appears operational (Pass/Fail)

- ☐ Emergency exit information clearly displayed



Room illustration showing the TV, remote, air conditioner, tray with water and cup, telephone, notepad, and directory, each marked with a checkmark.

Sleeping area

Inspect the bed and surrounding furniture for cleanliness and order.

- ☐ Sheets are clean, tightly fitted, and free of wrinkles and stains (Pass/Fail)
- ☐ Pillows are fluffed and arranged neatly on the bed (Pass/Fail)

- [] Under the bed, behind curtains, and inside wardrobe/drawers checked for trash, lost items, or dust (Pass/Fail)

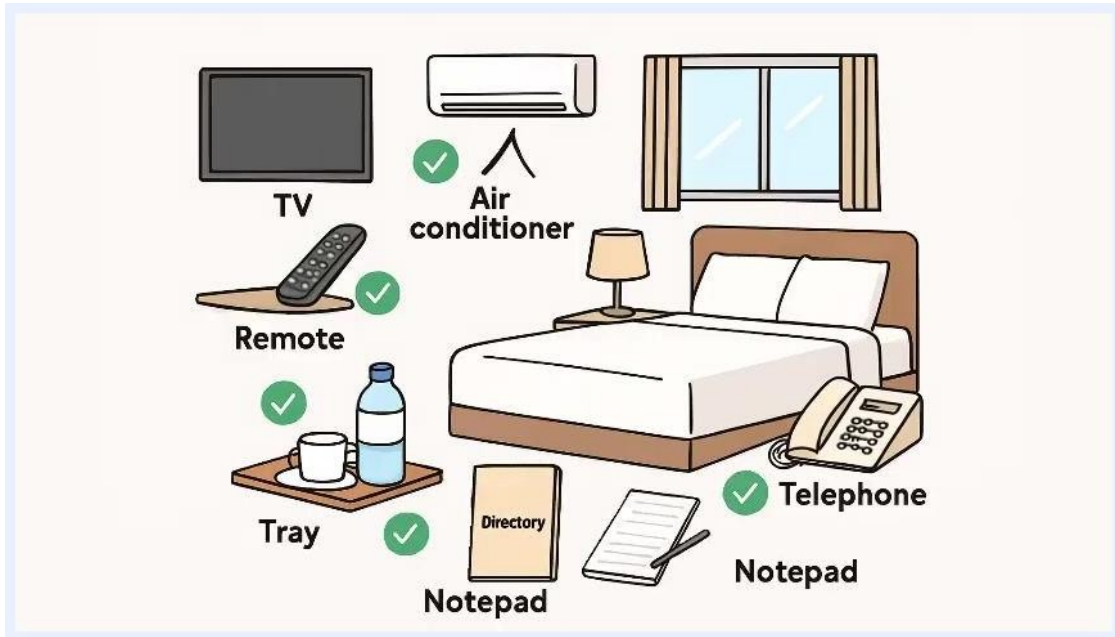


Diagram showing the door lock, latch, and peephole, along with icons for emergency exit, peephole, and safe, each marked with a checkmark.

Bathroom

Inspect every bathroom fixture and confirm amenities are stocked correctly.

- [] Toilet, sink, shower, and floor are spotless, dry, and free of hair (Pass/Fail)
- [] Toilet flush, faucets, and shower tested for proper water flow and temperature (Pass/Fail)

- ☐ Towels, toiletries, and tissues are clean, correctly folded, and fully stocked (Pass/Fail)



Illustration of a spotless bathroom with a clean, dry toilet, sink, and shower, free of hair.

Amenities

Test all in-room equipment and confirm amenities are present and correctly placed.

- ☐ TV powers on and remote control works (Pass/Fail)
- ☐ All lights and lamps switch on correctly (Pass/Fail)
- ☐ Telephone has a dial tone (Pass/Fail)
- ☐ Air conditioner or heater operates properly (Pass/Fail)
- ☐ Minibar or fridge is clean and at the correct temperature (Pass/Fail)
- ☐ Room directory, pen, and notepad are available

- ☐ Complimentary items, such as bottled water or coffee, are provided and neatly arranged

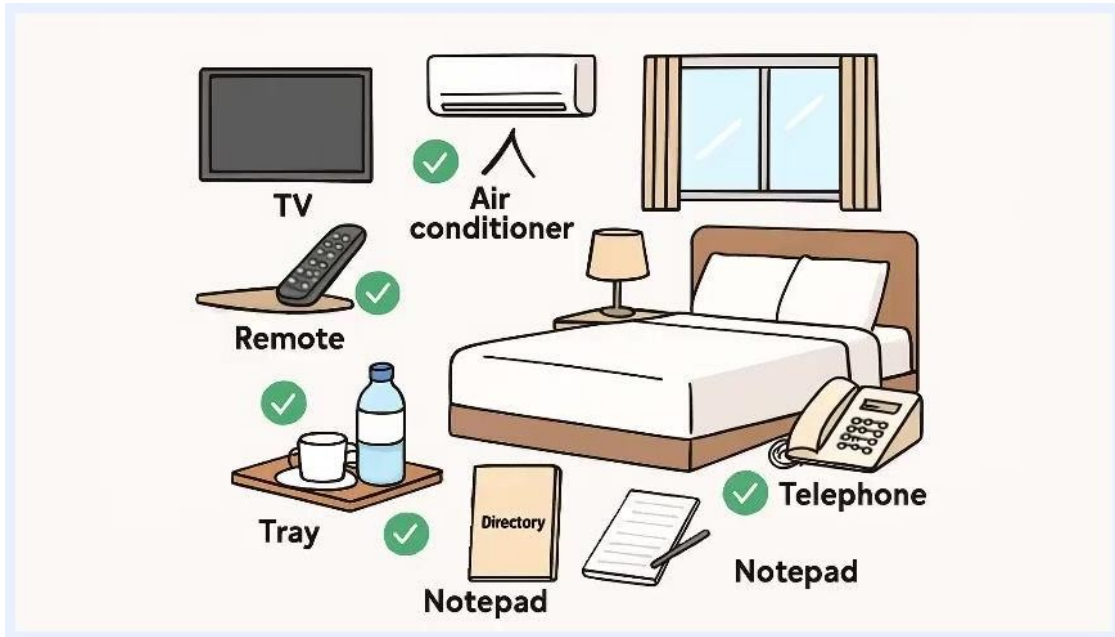


Illustration showing a bed with clean sheets, neat pillows, a wardrobe, and a hand using a flashlight to check hidden areas. Text reads "CLEAN SHEETS," "NEAT PILLOWS," "CHECK HIDDEN AREAS."

Maintenance issues

Log any defect identified during the walkthrough in your logbook or inspection app the moment you notice it. Details such as defect severity, work order numbers, and out-of-order criteria for a room are managed through your property's maintenance tracking process.

Release decision

Perform a final walkthrough from the door and view the room as a guest would to confirm nothing was missed.

- ☐ All standards met on final review
- ☐ Inspection recorded in the logbook or inspection app
- ☐ Room marked as "Ready" for the next guest

Once every step is complete and the room is marked ready, the inspection is finished and the room is released to the next guest.

What's next

For additional training on hotel procedures, explore the Hotel SOPs playlist. To create custom SOP documentation for your own property, visit vidfactory.ai.



Screen displaying "Room Ready!" with a checklist stamped READY, a bed icon, and links to the Hotel SOPs Playlist and vidfactory.ai.