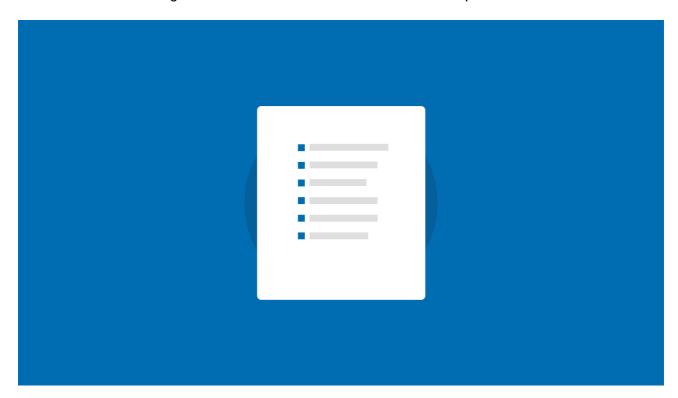
Room Inspection Checklist used by Housekeeping Supervisor

The Guest room inspection ensures that the desired results of an established cleaning system are consistently achieved by the housekeeping department. The main Purpose of a room inspection is to catch any problems that may have been overlooked during the cleaning before it is found by the guest and becomes a dissatisfaction and complaints.



ENTRANCE / DOOR WAY

Exterior door/Frame
Lock Operation
Room # Polished
Entry light switch
Closet door mirrors
Entry light
Cloth Hangers (8 Nos.)
Luggage Rack
Electronic Safe
Safe Instruction Card
Closet Door Tracks
Emergency Exit Plan
Peep - Hole

DND- Card (1 N	os.)		
Make My Room	- Card (1 Nos.)		
Laundry - Card (1 Nos.)		
Closet Light			
Wardrobe Door			
Extra Blanket (1	Nos.)		
Extra Pillows (2	Nos.)		
Shoe Shine (1 N	los.)		
Laundry Bags (1 Nos.)		
Lights Switches			
A/C Operation			
GUEST ROOM			
Desk			
Chair			
Trash Can			
Hotel Rules			
Breakfast Knob	Card		
Sewing Kit (1 No	os)		
Bible (1 Nos.)			
Mirrors			
Sheer Curtain cl	ean		
Drapes open pro	perly		
Window Cleanin	ıg		
Sofa cleaned			
Beds Properly N	1ade		
Under table clea	ın		
Floor Lamp dus	ted		
Bed Side table 0	lean		
Lampshade			
Message pad (l Nos.)		
Pen (1 Nos.)			
TV - Channel se	t correctly		

	Carpets Vacuumed
	Thermos flask (1 Nos.)
	Bottle Opener
	Desk Lamp
	Amenity Folder (1 Nos.)
	Room Service Menu
	Hotel Directory
	Writing Material
	All Purpose Kit (1 Nos.)
	Heavy Curtain clean
	Window operation
	Picture & Frame lights Dusted
	Night Stand Surface clean
	Table Cleaned
	Trash behind furniture
	Under bed clean
	Bed Side lamp
	Telephone Disinfected & Working
	Telephone Disinfected & Working Service directory
	Service directory
	Service directory TV Remote - Working
	Service directory TV Remote - Working Bed Side Radio set at proper time
	Service directory TV Remote - Working Bed Side Radio set at proper time Mini Bar - All amenities placed
	Service directory TV Remote - Working Bed Side Radio set at proper time Mini Bar - All amenities placed High Ball glasses (2 Nos.)
	Service directory TV Remote - Working Bed Side Radio set at proper time Mini Bar - All amenities placed High Ball glasses (2 Nos.)
GUI	Service directory TV Remote - Working Bed Side Radio set at proper time Mini Bar - All amenities placed High Ball glasses (2 Nos.) Tissue Box
GUI	Service directory TV Remote - Working Bed Side Radio set at proper time Mini Bar - All amenities placed High Ball glasses (2 Nos.) Tissue Box EST BATHROOM
GUI	Service directory TV Remote - Working Bed Side Radio set at proper time Mini Bar - All amenities placed High Ball glasses (2 Nos.) Tissue Box EST BATHROOM Toilet Door Cleaned
GUI	Service directory TV Remote - Working Bed Side Radio set at proper time Mini Bar - All amenities placed High Ball glasses (2 Nos.) Tissue Box EST BATHROOM Toilet Door Cleaned Bolt
GUI	Service directory TV Remote - Working Bed Side Radio set at proper time Mini Bar - All amenities placed High Ball glasses (2 Nos.) Tissue Box EST BATHROOM Toilet Door Cleaned Bolt Mirror Screw caps

Pipes under sink	
Sanitary disposal Bag	
□ wc	
Flush	
Bath tub / Bath tub Stopper	
Bath Tub - No Hair	
Shower Head	
Tap & Shower Operation	
Bath Bucket	
Bathroom Floor	
Telephone working & Clean	
Toilet door latch working	
Robe Hook	
Mirror	
Tissue Box	
Lights Switches	
Sink Stopper Clean	
Aminity Placement	
Ashtray	
Shower cap	
Waste basket clean	
Toilet Porcelain	
WC Band	
Toilet Roll - With Extra roll	
BathTub Fitting (Nuts, Bolts etc.)	
Bath Tub Drain	
Soap Dish	
Shower Curtain	
Bath Cup	
Bathroom Wall tiles	
Vanity Area lights Make and Share Fi	
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