Hotel room inspection checklist

StayTidy
Stay on track. StayTidy

Property _____ **Room** _____

Inspector _____ **Date** _____

Result: ☐ **Pass** ☐ **Fail**

Entry and hallway

- ☐ Door closes and latches without being pushed; deadbolt and privacy latch both engage
- ☐ Key card reader responds first time; no visible damage to the reader housing
- ☐ Door viewer clear and unobstructed
- ☐ Evacuation plan and rate card present, current, and legible
- ☐ Threshold and door frame clean; no scuffs at kick height
- ☐ Entry light works and is at full brightness
- ☐ No odor on opening — this is the guest's first impression and the only one you cannot fix later

Closet and storage

- ☐ Correct hanger count, all matching, none broken
- ☐ Luggage rack clean, stable, straps intact
- ☐ Iron and board present; iron plate clean and cord undamaged
- ☐ Safe empty and working, and reset by the manufacturer's and property's secure turnover procedure
- ☐ Extra blanket and pillows present, sealed or visibly clean
- ☐ Closet light works if fitted; shelf free of dust and previous-guest debris

Sleeping area

- ☐ Bed made to standard; no wrinkles, corners square, spread even on both sides
- ☐ Linen free of stains, hair and damage — check the pillowcase openings and the top sheet fold, which is what the guest sees first
- ☐ Mattress protector present and unstained (lift the sheet, do not assume)
- ☐ Under the bed clear — easy to skip, and something guests do find
- ☐ Nightstands dusted, drawers empty, phone clean and working
- ☐ All bedside lamps and switches work, including the outlets in the lamp bases
- ☐ Curtains and blackout liner run the full track and close fully with no light gap
- ☐ HVAC runs quietly, reaches setpoint, and the filter and vent are clean

Desk, seating and electronics

- ☐ TV powers on to the correct welcome channel; remote present, clean, and batteries good
- ☐ All accessible outlets and USB ports powered
- ☐ Wi-fi reachable and the credentials shown in the room are correct
- ☐ Desk and chair clean, stable, no wobble
- ☐ Coffee maker clean, descaled, supplies stocked and in date
- ☐ Ice bucket, glassware and mugs clean — glassware is a common failure and a visible one
- ☐ Refrigerator and microwave clean inside, running, and free of odor

Bathroom

- ☐ Toilet clean including the base, the hinges and behind the seat
- ☐ Shower and tub free of soap scum, hair and mildew; check the corners and the drain
- ☐ Grout and caulk intact, clean, not discolored or lifting
- ☐ Mirror and chrome streak-free — check at an angle with the light on, not straight on
- ☐ Hot water reaches temperature within a reasonable time; pressure normal
- ☐ Drain runs freely, no standing water and no odor
- ☐ Exhaust fan runs and actually moves air (hold a tissue to it)
- ☐ Towels correct count, folded to standard, no fraying or stains
- ☐ Amenities stocked, aligned, seals unbroken
- ☐ Toilet paper full roll plus a spare
- ☐ No previous-guest traces: hair, product, marks on the wall behind the door

Notes

Run this checklist on a phone with StayTidy GM. Inspections with photos that save even where the wifi drops, scores by area and by attendant, and a work order raised straight from a failed area. Free trial, no card required: **staytidygm.com**