

## **Guest Room Checklist**

Below the room checklist that should be checked on a daily basis

### ***Doors***

Exterior washed/dusted

Interior washed/dusted

Peeling paint/other damage

Does not open/unlock easily

Weather-stripping needs replacement

Room numbers missing

### ***Bedroom***

Floors vacuumed/cleaned

Walls cleaned as required

Ceiling cleaned as required

Carpet has holes/cigarette burns

Carpet requires steam cleaning

Walls damaged

Walls require repainting

Ceiling damaged

Ceiling requires repainting

### ***Windows***

Exterior washed

Interior washed

Sills cleaned/dusted

Clean curtains/drapes

Broken/missing, require replacement

Torn/missing screens

Curtains/drapes require mending

### ***Beds & Linens***

Clean/fresh linens

Clean/stain-free bedspread

Hide-a-way bed linens are fresh

Sagging – require replacement

Bedspread requires mending

### ***Furniture & Furnishings***

Furniture polished/dusted

Wastebasket/ashtrays emptied

Sanitized glasses in place

Missing hangers replaced

Disposable items discarded

Standard guest room amenities replenished

Mirrors cleaned

Phone disinfected and earpiece cleaned

Television dusted, including top and back

Thermostat set per house policy

Lampshades dusted

Burnt out lights replaced  
Drapes properly hung  
Disinfectant spray used  
Excessive scratches on furniture  
Torn upholstery  
Missing knobs on dresser/desk  
Mirror needs replacement  
The TV needs adjustment/repairs  
Phone requires repairs  
Light switch/plate broken  
Wall sockets not working  
Broken/missing lampshades  
Smoke detector not functional  
Thermostat not functional  
Air conditioning filters require cleaning  
Curtain rods broken

***Check for Guest Belongings***

Under-bed  
Inside drawers  
Back of bathroom door  
Bathroom cabinets

***Additional Dusting Performed***

All woodwork  
Picture frames

The shelf above clothes hangers

Door Sills

All ceiling/wall vent grills

Cobwebs removed

### ***Bathrooms***

Tub/Shower cleaned & disinfected

Tiles scrubbed

Toilet cleaned & disinfected

Sink cleaned & disinfected

All chrome taps polished

Inside of shower curtain wiped clean

Shower rod wiped clean

Shelving wiped down

Ceiling cleaned as required

Walls cleaned as required

Floors washed

Fan vent grill free of dust accumulation

Standard guest room amenities replenished

Fresh towels & bathmat supplied

Soap & shampoo provided

Sufficient facial & toilet tissue provided

Door damaged

Shower stall rusted

Loose tiling around the tub

Leaking taps/faucets

Loose toilet seat

Toilet – mechanical problem

Caulking around tub/fixtures deteriorating

Noisy fan

Fan not working

Walls/ceiling needs painting

Shower curtain needs replacement

Loose floor tiling Mirror needs replacement

Other: