

# Hotel Room Turnover Inspection Checklist

## Room Information

Room Number	Date
Inspector Name	Time

## Checklist

Item	Pass	Fail	Comments
Beds made, linens fresh & clean			
Bathroom cleaned & restocked			
Floors vacuumed/mopped			
Trash emptied			
All surfaces dusted & wiped			
Mirror & glass cleaned			
Amenities stocked (soap, towels, etc.)			
Lighting & electronics functioning			
Air conditioning/heating working			
Windows/doors secure & functional			
Room odor-free			

## Additional Notes

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Inspector Signature

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Date

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Supervisor Signature

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Date

