

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

Inspector Signature
Date
Supervisor Signature
Date

