

Housekeeping Supervisor Room Audit Checklist

Room Number	Date
Supervisor	Room Attendant

Audit Checklist

Area / Item	Check	Comments
Entrance / Door		
Bedding (Clean, Neat & Tidy)		
Bathroom Cleanliness		
Towels & Amenities		
Glassware / Crockery		
Floor / Carpet		
Furniture (Dust/Arrange)		
Windows / Mirrors		
Wardrobe / Drawers		
Bathroom Supplies Restocked		
Minibar / Tray Set Up		
Lights / AC / TV Functionality		
Other (Specify)		

General Comments

Supervisor Signature:

Date: