



# Hotel Housekeeping Checklist

14 Apr 2023 / Eunice Adams

**Complete**

Score	<b>91.67%</b>	Flagged items	<b>3</b>	Actions	<b>2</b>
<b>Hotel Name</b>	VSG Great Stay Hotel				
<b>Location</b>	New Jersey, USA (40.0583238, -74.4056612)				
<b>Date Conducted</b>	14.04.2023 14:30 PST				
<b>Assigned Housekeeper/Cleaner</b>	Eunice Adams				
<b>Hotel Housekeeping Supervisor/Manager</b>	Grace Rowell				

## Flagged items & Actions

3 flagged, 2 actions

### Flagged items

3 flagged, 2 actions

Bathroom

#### Toiletries, towels, and other supplies are freshly stocked.

Fail

During the time of inspection, supplies of the main toiletries are lacking. We were alerted that the restocking will be before the end of the day, around 4 to 5pm. Assigning this action to our facilities manager for proper endorsement.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 21.04.2023 15:06 PST | Created by SafetyCulture Staff

Restock main toiletries in all rooms.

Public Areas/Amenities

#### Lobbies and hallways are clean, safe from hazards, and well-maintained.

Fail

During the time of housekeeping, there's a minor renovation being conducted in the storage room and deluxe guest rooms on the 5th floor. Now, construction materials and equipment are scattered in the hallway, which is considered a safety hazard for guests and staff passing through. For now, safety signs and visible borders must be set up to help people avoid using this pathway in the meantime.

Refer to the attached PDF file for a sample guide for safety signs and symbols we can put up.



Photo 1

[Sample Guide for Safety Signs and Symbols \[2023 Update\].pdf](#)

To Do | Assignee SafetyCulture Staff | Priority Low | Due 21.04.2023 15:07 PST | Created by SafetyCulture Staff

Coordinate with the supervisor/manager in charge of the renovation to put up safety signs.

General Checks

#### No visible dirt, dust, etc. on the floor.

Fail

As mentioned on the previous page, there's an ongoing renovation on the 5th floor. Hence, there are visible dirt, dust, and equipment that are considered safety hazards. Resolve the action assigned in that item immediately.

### Other actions

0 actions

**Bedroom**

100%

Instructions:

1. Complete this Hotel Housekeeping Checklist by answering Pass, Fail, or N/A.
2. If the answer is Fail, take action to fix/replace/supply what is needed if able then answer Pass.
3. If unable to fix/replace/supply what is needed, use the 'Action' feature to assign corrective actions/next steps.
4. Add notes and upload files such as photos and documents to provide further context on any housekeeping task.

**The doors are working properly.**

Pass

**Beds are made with neat and straight bedspreads and bed sheets, as well as fluffed and even pillows.**

Pass

**The bedspreads should be free of rips and stains.**

Pass

**The headboard should be aligned with the wall.**

Pass

**Check under the bed for any waste.**

Pass

**Furniture should be free from dust, dirt, scratches and stains. It should be neat and straight.**

Pass

**Check if all the drawers in cabinets are clean and slide out properly.**

Pass

**Lamp shades should be straight, with the seams facing the wall.**

Pass

**Drapes should open and close smoothly, and be clean. They should be left closed, with hooks in place.**

Pass

**Walls should be clean and free of cobwebs, scratches, and nicks.**

Pass

**Carpets and rugs should be vacuumed.**

Pass

**Hangers are available and are in good condition.**

Pass

**Bathroom**

1 flagged, 1 action, 90%

**Check behind the door that a clothes hook is present.**

Pass

Upon checking, the clothes hook wasn't in good condition. With this, I had it replaced with the help of our other housekeeper who's on standby for the installation.

**The toilet, sink, shower/bath, and floor must be cleaned and disinfected.**

Pass

**Toiletries, towels, and other supplies are freshly stocked.**

Fail

During the time of inspection, supplies of the main toiletries are lacking. We were alerted that the restocking will be before the end of the day, around 4 to 5pm. Assigning this action to our facilities manager for proper endorsement.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 21.04.2023 15:06 PST | Created by SafetyCulture Staff

Restock main toiletries in all rooms.

**Mirrors and windows should be cleaned.**

Pass

**The water supply is steady and strong enough.**

Pass

**The shower rod is in good working condition.**

Pass

**The toilet flushes properly.**

Pass

**The bathroom is free of unpleasant odors.**

Pass

**The tiles are free of water spots.**

Pass

**The shower and/or tub is free of grout.**

Pass

**Public Areas/Amenities**

1 flagged, 1 action, 85.71%

**Lobbies and hallways are clean, safe from hazards, and well-maintained.**

Fail

During the time of housekeeping, there's a minor renovation being conducted in the storage room and deluxe guest rooms on the 5th floor. Now, construction materials and equipment are scattered in the hallway, which is considered a safety hazard for guests and staff passing through. For now, safety signs and visible borders must be set up to help people avoid using this pathway in the meantime.

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Photo 1

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To Do | Assignee SafetyCulture Staff | Priority Low | Due 21.04.2023 15:07 PST | Created by SafetyCulture Staff

Coordinate with the supervisor/manager in charge of the renovation to put up safety signs.

**Corridors are cleaned once a day, but intermittent checking for cleanliness is still necessary.**

Pass

**Inspect the fittings, artwork frames, and skirting boards for dust or grime.**

Pass

**Check the lightbulbs and replace them if necessary.**

Pass

**Check the air supply vents and sprinklers for dust and proper functioning.**

Pass

**Inspect the pool/s and restock relevant supplies as needed.**

Pass

**Inspect the fitness/wellness rooms and restock relevant supplies as needed.**

Pass

## General Checks

1 flagged, 85.71%

### No visible dirt, dust, etc. on the floor.

Fail

As mentioned on the previous page, there's an ongoing renovation on the 5th floor. Hence, there are visible dirt, dust, and equipment that are considered safety hazards. Resolve the action assigned in that item immediately.

### Windows open properly and are free of cracks.

Pass

### Trash cans are emptied and sanitized.

Pass

### Check and restock minibars and in-room amenities, if applicable.

Pass

### All lights and electronics are in good working order.

Pass

### Restock coffee, tea, and other complimentary supplies, if applicable.

Pass

### Maintenance needs, issues, and damage must be documented and reported using the Actions feature in this checklist. As applicable, assign them to respective personnel.

Done

### If there are any special instructions or notes for VIP rooms, suites, or meeting rooms, indicate them here.

N/A

## Completion

### Other Comments/Next Steps

Summary of created actions in this report:

- Restock main toiletries in all rooms.
  - Coordinate with the supervisor/manager in charge of the renovation to put up safety signs.
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### Assigned Housekeeper/Cleaner



Eunice Adams  
14.04.2023 15:08 PST

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### Hotel Housekeeping Supervisor/Manager



Grace Rowell  
14.04.2023 15:09 PST

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## Media summary



Photo 1

[Sample Guide for Safety Signs and Symbols \[2023 Update\].pdf](#)