



Hotel Housekeeping Checklist

14 Apr 2023 / Eunice Adams

Complete

Score	33 / 36 (91.67%)	Flagged items	3	Actions	2
Hotel Name	VSG Great Stay Hotel				
Location	New Jersey, USA (40.0583238, -74.4056612)				
Date Conducted	14 Apr 2023 14:30 PST				
Assigned Housekeeper/Cleaner	Eunice Adams				
Hotel Housekeeping Supervisor/Manager	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 Apr 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 Apr 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

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, 9 / 10 (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 Apr 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, 6 / 7 (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.

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



Photo 1

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To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 21 Apr 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, 6 / 7 (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.

Assigned Housekeeper/Cleaner



Eunice Adams
14 Apr 2023 15:08 PST

Hotel Housekeeping Supervisor/Manager



Grace Rowell
14 Apr 2023 15:09 PST

Media summary



Photo 1

File summary

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