

**Hotel & Hospitality Checklist (LIMITED)**

Date:

Time:

Checker ID:

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**1. LOCAL & SPACE**

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- Ensure the lobby and common areas are clean and organised.
- Check that guest rooms are tidy and free of clutter.

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**2. EQUIPMENT**

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- Confirm that essential amenities (e.g., phones, TVs) are functioning in guest rooms.
- Ensure that housekeeping carts and equipment are clean and in good condition.

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**3. CLEANLINESS**

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- Verify that floors and surfaces in common areas are cleaned regularly.
- Confirm that guest bathrooms are clean and stocked with toiletries.

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**4. STOCK & MATERIALS**

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- Ensure that essential supplies (e.g., linens, toiletries) are well-stocked.
- Check that maintenance supplies (e.g., cleaning agents, tools) are available.

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**5. STAFF FORMATION**

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- Confirm that staff are aware of their shifts and duties for the day.
- Ensure that any new staff have received basic training.

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6. STAFF HYGIENE

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- Ensure that staff follow hygiene protocols (e.g., handwashing).
  - Confirm that uniforms are clean and presentable.
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7. SAFETY & SECURITY

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- Verify that emergency exits are clear and marked.
  - Ensure that security measures (e.g., keycard access) are functioning.
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8. CUSTOMER SERVICE

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- Ensure that guests are greeted promptly and courteously.
  - Verify that guest requests and complaints are addressed promptly.
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9. RECORD KEEPING

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- Confirm that guest check-in and check-out records are accurate.
  - Verify that maintenance requests and issues are logged.
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10. ENVIRONMENTAL IMPACT

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- Ensure that waste is separated for recycling.
  - Verify that energy-saving practices (e.g., turning off lights) are followed.
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COMMENTS:

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