



# City of Derby Swimming Club

## Guest Room Check List

Date \_\_\_\_\_

Inspected By (Name in Capitals) \_\_\_\_\_

Room # \_\_\_\_\_

Guests using the room: \_\_\_\_\_

### Arrival/Departure\* Check (Circle as appropriate)

Guest Room Inspection Check List			
Item	<input type="checkbox"/>	Item	<input type="checkbox"/>
<b>1. Entrance Door</b>			
Check door handles and locks to be sure they are working properly.		The provincial hotel laws	
Check to see that room numbers are intact.		Make sure that the "Do Not Disturb" card is on the inside door knob.	
Door should be free of smudges and scratches.			
<b>2. Curtains</b>			
Drapes can be opened/closed, all hooks in place.		Drapes should be inspected inside and out for stains and damage.	
Check drapes for smooth pulling action.			
<b>3. Beds</b>			
Check to see if the frame or structure of the bed is damaged or broken		Lift the spread to make sure the bed has been made properly.	
Check under beds for trash or guest articles.		Headboards should be aligned and not damaged	
<b>4. Furnishings (desk, chair, wall mirror, air conditioner/heater, occasional chairs, nightstand, desk, wall pictures, telephone, television)</b>			
Make sure that all furniture is free of dust and dirt.		Check to see that all furniture is not damaged	
Lamp shades are in situ and not damaged.		Check the telephone for cleanliness. Instructions should be readable and there is a dialling tone	
Turn on the television to make sure it is working properly; check for cleanliness.		If available, check remote control works and it has batteries	



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5. Lighting ( table lamps, bathroom, vanity and bedside lighting)			
Turn on all the lights to make sure they are operating.		Check Bedroom mirrors for cracks and chips	
6. Bathroom			
Floor, walls, ceiling and all fixtures should be free of mildew, dirt, hair, grit.		Check to be sure shower curtain clips are in place	
Turn on the exhaust fan to be sure it is working properly.			
Check behind door for clothes hook.		Check to see the toilet seat is not broken	
Check all accessories are correctly attached to the wall			
Check that there are no unpleasant odours.		Flush toilet to check for cleanliness and leaks.	
Check to see there are no broken tiles		Door locks work correctly if present	
Check mirrors for cracks and chips.			

Guest Room Inspection Check List			
Item	<input checked="" type="checkbox"/>	Item	<input checked="" type="checkbox"/>
7. Additional room items not listed			



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8. Supplies – Numbers of and condition			
Waste baskets should be cleaned and in proper place.		Check the condition and placement of these items: Comment card, current Hotel Directory, Bible, Non-smoking tent cards (where applicable), stationary.	
Check telephone books for soil and damage (be sure they are in their proper location).			
9. Floor, Walls, Ceilings			
The carpet should be vacuumed thoroughly.		Check all corners, under beds, behind doors, around furniture and air conditioner/heater for trash and dirt.	
Ceiling, walls should be free of dirt, damages, cobwebs, etc.			
Check baseboards for cleanliness.			
10. Heating/Air Conditioning Units			
Check for air cooling and heating.			
11. Critical Room Items (Should be checked daily)			
Room Safe			
Code noted – in secure place			
Date:	Signature:		

Comments