

Hotel Room Inspection

A hotel room readiness inspection covering bedroom and bathroom condition, amenities, visible defects, room release and maintenance follow-up.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is a room-readiness check, not a hotel star-rating assessment, fire risk assessment, electrical inspection or assurance of water hygiene.

VisitEngland publishes accommodation quality standards, while HSE guidance addresses slip and trip prevention. Use the hotel's own current room standard and report defects through the appropriate maintenance and safety processes.

2. Room and visit

Walk Cam: room walk-round

Walk Cam video walk-through: available in the SiteSurvey app only.

Room number and type *

Hotel room standard and revision *

Inspection stage * (choose one)

☐ After cleaning ☐ Before guest arrival ☐ Maintenance follow-up

Housekeeping team or job reference

3. Readiness checks

Bed, linen and soft furnishings checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Bathroom surfaces and sanitary fittings checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Floors and walking routes clean and clear * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Room amenities and guest information complete * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Lighting and accessible controls function within check scope * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Visible door, window and furniture defects recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Defect evidence without guests or personal belongings (photos: attach, or note the file names)

4. Room release

Room status * (choose one)

- ☐ Ready under hotel procedure
- ☐ Hold for cleaning
- ☐ Hold for maintenance
- ☐ Out of service

Reason and person notified * (if applicable)

Explain the specific condition preventing release and the work-order reference. Keep the recheck decision separate from the initial finding.

Maintenance or cleaning job reference

Reinspection reference and release decision maker

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *



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