

Date: _____

Room Number: _____

Inspector: _____

Housekeeper: _____ Score: _____

Living Room:	H	M	O	Bathroom:	H	M	O
Entrance Door Lock Works & Clean				All Surfaces (ns/drawers/credenza) Cln			
Safety Latch works / tight / Light turns on				All Pictures & Headboards Dusted			
DND sign on door, LAW Card on Door				Window & Mirrors Clean			
Clothes Rack Dusted & Tight				Room Vacuumed Well			
Iron / Board Present & In Position				Walls Neat & Clean			
Regular hangers (4) / Skirt hangers (2)				Lighting works / cord covers / seams			
Laundry bags (2) / Ticket				Smoke Alarm / Ashtrays (3)			
Coffee Counter and Sink clean				Telephone Clean / Plate / 25' Cord			
Ice bucket and liner, Tray				Pen - Pad - Bible - Phonebook - Green			
Fridge Cln / Cold / Defrost.				Beds - tight / throw / skirt			
Microwave Clean & Clock Set				Sheets - no stains / no hair / no tears			
Wet Bar Sink has drain stopper in				Pillows - 3 queen - 5 king / Decorative			
Coffee Maker Clean & Works				Bathroom Door (Clean / Hook / Stop)			
Baymont Cups (3) / Condiments (2)				Toilet Clean / Lid up / Seat tight			
Reg Coffee (1), Decaf (1), Tea (2)				Shower Curtain Clean / all hooks on / IP			
Computer Off / Mouse, Keyboard, Pad				Tub Cln (walls/chrome/soap dish/head)			
Computer Card / Comment Card				Vanity area (bulbs / clean / chrome)			
Guest Directory in Desk Drawer				Forgot Something Tent Card - Green			
TV Clean / IP / Remote / Chan. Guide				Toilet paper (2) - VIP / Facial tissue VIP			
DVD Player / Remote				Face Soap / Shampoo / Cond			
Trash Can clean and in position				Towels - Bath / Hand / Wash (3 each)			
No debris behind furniture				Bath Mat (1) / Bath Soap			
All Drape Hooks & Rod Works / Blackout				Hair Dryer (Present / Works / Clean)			
AC works / clean / knobs / filter clean				Trash can clean and in position			
Room is odor-free				Towel Racks Tight & Present			