**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12304&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Room+Inventory-word-12304&lpa=Hotel+Room+Inventory+word+12304)Hotel Room Inventory Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hotel Name |  |  |  |  |
| **Floor Number** | 1 | | | |
| **Room Number** | 123 | | | |
| **Room Type** | Single, Suite, etc. | | | |
| **Assigned Housekeeping Staff** | Name | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Item | Quantity | Condition | Notes / Remarks |
| Furniture | King Bed | 1 | Good |  |
| Furniture | Faux maple nightstand | 2 | Fair |  |
| Furniture | Four-drawer dresser | 1 | Good |  |
| Furniture | Rocking Chair | 1 | Fair |  |
| Furniture | Sofa | 1 | Good |  |
| Appliances | Television | 1 | Good | Brand and Size |
| Appliances | HVAC |  | Good |  |
| Appliances | Telephone |  | Good |  |
| Appliances | Alarm Clock / Radio |  | Good |  |
| Appliances | Microwave |  | Poor |  |
| Appliances | Coffee Maker |  |  |  |
| Kitchenette | Glassware / Mugs |  |  |  |
| Kitchenette | Plates / Bowls |  |  |  |
| Linens and Bedding | Sheets |  |  |  |
| Linens and Bedding | Pillows |  |  |  |
| Linens and Bedding | Blankets / Duvets |  |  |  |
| Bathroom | Toilet Paper |  |  |  |
| Bathroom | Shampoo / Conditioner |  |  |  |
| Bathroom | Soap / Lotion |  |  |  |
| Bathroom | Hair Dryer |  |  |  |
| Bathroom | Shower Curtain / Glass Door |  |  |  |
| Safety Security | Safe |  |  |  |
| Safety Security | Smoke Detector |  |  |  |
| Safety Security | Fire Extinguisher |  |  |  |
| Safety Security | Window Locks |  |  |  |
| Miscellaneous | Artwork |  |  |  |
| Miscellaneous | Lighting |  |  |  |
| Miscellaneous | Luggage Rack |  |  |  |
| Room Condition | Walls |  |  |  |
| Room Condition | Paint |  |  |  |
| Room Condition | Flooring |  |  |  |
| Room Condition | Curtains / Blinds |  |  |  |
|  |  |  |  |  |
| **Overall Cleanliness** | Good / Fair / Poor | | | |
| **Inspection Details** | Comments | | | |
| **Date of Last Inspection** | MM/DD/YY | | | |
| **Follow-Up Actions** | Details, if any | | | |

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