**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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