

Guest Room Inventory Checklist

Date:

Room Number:

Inspected by:

Room Fixtures & Furniture

Item	Present	Condition	Remarks
Bed			
Mattress			
Wardrobe/Closet			
Desk/Chair			
Side Table(s)			
Lamp(s)			

Electronics & Appliances

Item	Present	Condition	Remarks
TV			
Remote Control			
Air Conditioner			
Fan			
Kettle			
Hair Dryer			

Linens & Towels

Item	Present	Condition	Remarks
Bedsheet			
Blanket/Duvet			
Pillow(s)			
Bath Towel			
Hand Towel			
Bath Mat			

Bathroom Amenities

Item	Present	Condition	Remarks
Soap			
Shampoo			
Toilet Paper			
Tissue Box			
Glass/Cup			

Inspected by

Date:
Approved by

Date: