



Hotel Room Checklist

10 / 1026 / Standard / Serenity Suites / 25 Apr 2023 / Gustavo Langdon

Complete

Score	90.63%	Flagged items	3	Actions	2
Site conducted					Unanswered
Name of Establishment					Serenity Suites
Floor #					10
Room #					1026
Room Type					Standard
Conducted on					25.04.2023 08:15 PST
Inspected by					Gustavo Langdon
Location					Elmwood Park, IL 60707, USA (41.9211423, -87.8092266)

Flagged items & Actions

3 flagged, 2 actions

Flagged items

3 flagged, 2 actions

Inspection / Room Checklist

Light switches work

No

The light switch near the window was broken (see attached image for reference). Requires repair ASAP.



Photo 2

To Do | Assignee SafetyCulture Staff | Priority High | Due 02.05.2023 11:00 PST | Created by SafetyCulture Staff

Repair broken light switch at Room 1026 ASAP.

Requesting the assistance of the Operations and Maintenance (O&M) team for this.

Inspection / Room Checklist

Pictures and mirrors are in pristine condition

No

The mirror in the vanity area was foggy. Wiped and cleaned accordingly.



Photo 3

Inspection / Bathroom Checklist

Shower rod in good condition

No

The shower rod was loose and fell from its place. Replacement needed.



Photo 5

To Do | Assignee SafetyCulture Staff | Priority Low | Due 02.05.2023 17:00 PST | Created by SafetyCulture Staff

Replace shower rod in Room 1026 bathroom.

Requesting help from the O&M team

Other actions

0 actions

Inspection

3 flagged, 2 actions, 90.63%

Instructions:

1. Take a photo of the room being inspected.
2. Answer "Yes", "No", "N/A" on the items below.
3. In the event of items in need of maintenance or repair, add a note and image evidence by tapping on notes and image.
4. Add a Corrective Action for identified failed items. Tap on "Action", provide a description, assign to a member, set priority and due date.
5. Provide your overall comments or recommendations (if any)
6. Complete audit by providing digital signature.

Room Checklist

2 flagged, 1 action, 90.48%

Take a photo of the room



Photo 1

Doors working properly

Yes

Light switches work

No

The light switch near the window was broken (see attached image for reference). Requires repair ASAP.



Photo 2

To Do | Assignee SafetyCulture Staff | Priority High | Due 02.05.2023 11:00 PST | Created by SafetyCulture Staff

Repair broken light switch at Room 1026 ASAP.

Requesting the assistance of the Operations and Maintenance (O&M) team for this.

Window glass are clean and damage free

Yes

Drapes are straight and are in good condition

Yes

Controls for air conditioning/ heat are in good working condition

Yes

Air conditioning filters are clean

Yes

Lamp shades are clean and straight	Yes
Beds are properly made	Yes
Pillows are fluffed and even	Yes
Bedspreads are straight	Yes
Mattress(es) firm	Yes
Bedspread is free of rips and stains	Yes
Upholstery clean and in good condition	Yes
Furnitures are free from scratches or stains	Yes
Walls are clean and free of cobwebs	Yes
Walls are free from scratches and nicks	Yes
Luggage racks are in good condition	Yes
Pictures and mirrors are in pristine condition	No

The mirror in the vanity area was foggy. Wiped and cleaned accordingly.



Photo 3

Telephone is in good working condition	Yes
Ashtrays are clean	Yes
Furniture drawers are functional	Yes

Bathroom Checklist

1 flagged, 1 action, 90.91%

Take a photo of bathroom(s)



Photo 4

Clean toilet seat (both sides)	Yes
Underside of lavatory clean	Yes
Shower rod in good condition	No

The shower rod was loose and fell from its place. Replacement needed.



Photo 5

To Do | Assignee SafetyCulture Staff | Priority Low | Due 02.05.2023 17:00 PST | Created by S
afetyCulture Staff

Replace shower rod in Room 1026 bathroom.

Requesting help from the O&M team

Toilet flushes correctly	Yes
Bathroom free of odors	Yes
Shower curtain clean	Yes
Pop up stopper clean	Yes
Free of water spots on tiles	Yes
Shower or tub free of grout	Yes
Clean supply of towels prepared	Yes
Floor mopped	Yes

Completion

Comments and Recommendations

Overall, the hotel room met most of the required standards for cleanliness and maintenance. However, there were a few areas that required repair or replacement, as follows:

- The light switch near the window was broken.
- The mirror in the vanity area was foggy.
- The shower rod was loose and fell from its place.

To rectify these, the following actions were taken:

- Repair broken light switch ASAP (c/o O&M team).
- Wipe and clean the foggy mirror in the vanity area.
- Replace the shower rod in Room 1026 (c/o O&M team)

Inspector's Name and Signature

Gustavo Langdon

Gustavo Langdon
25.04.2023 08:39 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5