



formerly SupplyWorks®

# Hospitality Property Audit

## Housekeeping & Engineering Checklist

Customer Name \_\_\_\_\_

Account Number \_\_\_\_\_

Sales Representative \_\_\_\_\_

Property Name \_\_\_\_\_

# Rooms \_\_\_\_\_

Sale Representative Contact Information \_\_\_\_\_

Inspection Date \_\_\_\_\_

Follow-Up Date \_\_\_\_\_

★ = Engineering      H = Housekeeping

		Clean Qty	Repair Qty	Replace Qty	Item # / Notes
<b>EXTERIORS &amp; GROUNDS</b>	Exterior Paint & Paint Supplies	★			
	Exterior Light Fixtures & Bulbs	★			
	Windows	★			
	Planters	★			
	Entry Matting	H			
	Entry Key Pads & Locks	★			
	Door Sweeps & Weather Stripping	★			
	Door Closers & Panic Bars	★			
	Decorative Refuse & Trash Bags	★			
	Cigarette Disposal	★			
	Pet Waste Disposal Stations & Supplies	★			
	Parking Lot Signage	★			
	Outdoor Furniture, Fire Pits & Grills	★			
	Pest Control	★			
	Pressure Washers	★			
	Outdoor Power Equipment • Summer • Winter • Severe Weather	★			
Safety Inspection Areas of Concern: (Notes)					
<b>LOBBY/COMMON AREAS</b>	Entry Matting	H			
	Ceiling Tiles	★			
	Molding	★			
	Registers & Grilles	★			
	Interior Paint & Paint Supplies	★			
	Hard Surface Floors & Floor Care Equipment	H ★			
	Carpet & Carpet Care Equipment	H ★			
	Light Fixtures & Bulbs	★			
	Receptacles, Charging Stations & Wall Plates	★			
	Trash Cans & Trash Bags	H			
	Planters	★			
	Furniture	★			
	TVs	★			
	Restroom Signs	★			
	Smoke Detectors, Carbon Monoxide Alarms & Batteries	★			
	Exit Signs & Batteries	★			
	Door Closers & Panic Bars	★			
	Ice Machines, Vending Machines & Water Fountains	★			
Safety Inspection Areas of Concern: (Notes)					

		Clean Qty	Repair Qty	Replace Qty	Item # / Notes
<b>GYM &amp; POOL</b>	Gym Wipes & Dispensers	H			
	Hand Sanitizers & Dispensers	H			
	Fitness & Pool Towels	H			
	Towel Storage & Return	H			
	Water Fountains & Filtration Systems	★			
	Light Fixtures & Bulbs	★			
	Trash Cans & Trash Bags	H			
	Emergency/House Phones	★			
	Pool Chemicals & Cleaning Equipment	★			
	Pool Lifts, Covers, Chairs & Batteries	★			
	Pool Signage	★			
	Pool Furniture & Umbrellas	★			
	Outdoor Showers	H ★			
	Pool Surfaces	★			
	Pressure Washers	★			
Safety Inspection Areas of Concern: (Notes)					
<b>DINING &amp; FOOD SERVICE</b>	Light Fixtures & Bulbs	H			
	Furniture	H ★			
	Food Service Appliances	H ★			
	Food Prep & Presentation Supplies	H			
	Trash Cans & Trash Bags	H ★			
Safety Inspection Areas of Concern: (Notes)					
<b>GUESTROOMS</b> <small>*See page 4 for room-level notes section</small>	Door Handles & Locksets	★			
	Doorstops	★			
	Molding, Corner Bars & Cove Bases	★			
	Paint & Paint Supplies	★			
	Carpet & Carpet Care Equipment	H ★			
	Curtains, Drapery & Hardware	H ★			
	Furniture	H ★			
	Mattresses, Box Springs & Encasements	H			
	Bedding & Pillows	H			
	Alarm Clocks	H			
	Phones	H ★			
	TVs, Remotes & Batteries	H ★			
	Light Fixtures & Bulbs	★			
	Receptacles, Charging Stations & Wall Plates	★			
	In-Room Air Units & Filters	★			
	Registers & Grilles	★			
	Smoke Detectors, Carbon Monoxide Alarms & Batteries	★			
	Fridges, Microwaves & Coffee Machines	H			
	Cups, Trays, Ice Buckets & Liners	H			
	Waste Baskets & Liners	H			
	Room Signage	H			
	In-Room Laundry Bags, Hangers & Luggage Racks	H			
	Storage Bags with Extra Linens & Pillows	H			
	Irons, Ironing Boards & Organizers	H			
Safes & Batteries	★				
Safety Inspection Areas of Concern: (Notes)					

		Clean Qty	Repair Qty	Replace Qty	Item # / Notes
<b>BATHROOMS</b> <small>*See page 4 for room-level notes section</small>	Doors, Doorstops & Locksets	★			
	Tile & Flooring	★			
	Vanities & Sinks	★			
	Faucets & Pop-Ups	★			
	Mirrors & Clips	★			
	Switches, Wall Plates, GFCIs & Night-Lights	★			
	Light Fixtures & Bulbs	★			
	Exhaust Fans	★			
	Showers & Tubs	★			
	Caulking	★			
	Showerheads, Escutcheons & Tub Spouts	★			
	Shower Rods, Curtains, Rings & Snap-In Liners	H			
	Toilets, Toilet Seats & Parts	★			
	Bath Towels, Hand Towels, Wash Cloths & Bath Mats	H			
	Towel Shelving, Robe Hooks & Toilet Paper Holders	★			
	Toilet Paper & Facial Tissue	H			
	Amenity Trays & Tissue Covers	H			
	Guest Amenities	H			
	Hair Dryers & Bags	H			
	Waste Baskets & Liners	H			
	Safety Inspection Areas of Concern: (Notes)				
<b>HOUSEKEEPING CARTS</b>	Housekeeping Carts & Organizers	H			
	Vacuums & Brooms	H			
	Safety Goggles, Masks & Gloves	H			
	All-Purpose & Disinfecting Cleaning Chemicals	H			
	Cleaning Wipes, Rags & Microfiber Cloths	H			
	Odor Removal Sprays	H			
	Dusters	H			
	Magic Erasers	H			
	Toilet Brushes, Plungers & Plunger Bags	H			
	Can Liners, Trash Bags, Ice Bucket Liners & Laundry Bags	H			
	Bed Linens & Pillows	H			
	Bath Towels	H			
	Toilet Paper & Facial Tissue	H			
	Guest Amenities	H			
	Wet Floor Signs	H			
	<b>LAUNDRY</b>	Laundry Chemicals	H		
Laundry Equipment & Scales		H			
Laundry Tubs & Service Carts		H			
Linen Carts		H			
Mops & Brooms		H			
Mop Buckets		H			
Latex Gloves		H			
Vacuum Bags		H			

<b>Room #</b>
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Guestroom Notes	
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Bathroom Notes	
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<b>Room #</b>
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Guestroom Notes	
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<b>Room #</b>
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Guestroom Notes	
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Bathroom Notes	
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