



HOMEWOOD SUITES by HILTON

Housekeeping Suite Inspection

Supervisor/Inspector

Room Attendant

Room #

Date

OUTSIDE ENTRY				LIVING ROOM/DINING ROOM CONT.			
In Front of Door Vacuumed	1	Front of Door Clean	1	TV Stand Drawers Clean	1	Thermostat - 72°	1
INSIDE ENTRY				Tall Lamp Clean	1	AC Unit Clean	1
Back of Door Clean	1	DND on Handle/Clean	1	Window/Sill Clean	1	Floor Vacuumed	1
KITCHEN				Curtains Clean/Dusted	1	Door Clean	1
Cupboards clean (Outside)	1	1 Turner	1	Ceiling Fan Clean/Dusted	1	Walls Clean	1
Cupboards clean (Inside)	1	1 Cutting Board	1	BEDROOM			
4 Coffee Mugs	1	1 Can Opener	1	Door Clean	1	Lamp Clean/Dusted	1
4 Short Glasses	1	Measuring Cups	1	Bed made correctly	1	Phone Clean/Cord Neat	1
4 Tall Glasses	1	Measuring Spoons	1	Pillow Count Correct	1	Note Pad/Pen	1
4 Bowls	1	1 Dish Towel	1	Bed Skirt Clean/Neat	1	Service Card Clean/Neat	1
4 Small Plates	1	1 Dish Cloth	1	TV Clean/Dusted	1	Clock Clean/Time Correct	1
4 Large Plates	1	2 Pot Holders	1	TV Stand Clean/Dusted	1	Door Clean	1
Microwave Plate Clean	1	1 Pitcher w/Lid	1	TV Stand Drawers Clean	1	Ceiling Fan Clean/Dusted	1
Microwave Pot Clean	1	1 Large Pot w/Lid	1	Window/Sill Clean	1	Long Mirror Clean	1
Microwave Bowl Clean	1	1 Small Pot w/Lid	1	Curtains Clean/Dusted	1	Picture/Frame Clean	1
Toaster Clean	1	1 Frying Pan w/Lid	1	Nightstand Clean/Dusted	1	Thermostat - 72°	1
Coffee Maker/Pot	1	Microwave Clock	1	Nightstand Drawer Clean	1	Desk/Chair Clean/Dusted	1
1 Regular Coffee	1	Microwave Outside	1	Bible Clean/Neat	1	Desk Lamp Clean/Dusted	1
1 Decaf Coffee	1	Microwave Inside	1	Behind Nightstand Clean	1	Floor Vacuumed	1
2 Tea's	1	Papertowels under sink	1	BATHROOM			
4 Creamer's	1	Trash can under sink	1	Door Clean	1	Shower Floor/Tub Clean	1
6 Regular Sugars	1	Sink and Faucet Clean	1	Vanity Mirror Clean	1	Shower Door/Walls Clean	1
6 Substitute Sugars	1	Ice Bucket/Ice Bag	1	Vanity Sink/Fixtures Clean	1	Shower Fixtures Clean	1
6 Salts	1	Tray/Top of Fridge	1	Vanity Sconces Clean	1	Shower Curtain Clean	1
6 Peppers	1	Freezer	1	Vanity Drawer Clean	1	Shower Vent Clean	1
2 Lids	1	Refrigerator	1	Blow Dryer/Bag Clean	1	Bath/Hand Towels Stocked	1
4 Dinner Forks	1	Menu Clean/Current	1	Amenity Tray Clean	1	Bath Mat	1
4 Teaspoons	1	Kitchen Table	1	3 Wash Clothes	1	Energy Conservation Card	1
4 Dinner Knives	1	Kitchen Chairs	1	1 Shampoo	1	Toilet Paper/Bath Soap	1
2 Large Spoons	1	Phone Clean/Cord Neat	1	1 Conditioner	1	Toilet Clean (Outside)	1
1 Pairing Knife	1	Note Pad/Pen	1	1 Lotion	1	Toilet Clean (Inside)	1
1 Chef Knife	1	Trash/Recycle Bin Clean	1	2 Glasses with covers	1	Toilet Paper - V-Fold	1
1 Serving Spoon	1	Kitchen Floor Clean	1	Soap Dish Clean	1	Toilet Paper Holder Clean	1
LIVING ROOM/DINING ROOM				1 Face Soap	1	Trash Can Empty/Clean	1
Picture/Frame Clean	1	Current HBO Guide	1	Kleenex Box Clean/Stocked	1	Floor Clean/No Hair	1
End table clean/dusted	1	Homewood Card	1	CLOSET			
Lamp clean/dusted	1	"Be at Home" Directory	1	Bed-N-Bag Neat	1	4 Clip Hangers	1
Sofa Clean/No Stains	1	Remote Clean/Working	1	1 Pillow w/Pillow Case	1	Dry Cleaning Form	1
Under Sofa Clean	1	Accent Chair Clean	1	1 Blanket/Double Bed Pad	1	2 Laundry Bags	1
Ottoman Clean	1	Accent Pillows Clean	1	1 Double Fitted Sheet	1	Iron/Ironing Board	1
Ottoman Tray Clean	1	TV Clean/Dusted	1	1 Double Flat Sheet	1	Iron Caddy	1
Current Magazine	1	TV Stand Clean/Dusted	1	4 Bar Hangers	1	Floor Clean/No Hair	1

ITEM REPLACEMENT

COMMENTS

MISC - CUSHIONS, CARPETS

MAINTENANCE

TOTAL POINTS:

DEDUCTIONS:

OUTSTANDING - 0-7 Points **95% or Higher**
 MEETS EXPECTATIONS-7-15Points **90%-94%**
 NEEDS IMPROVEMENT - 16+ Points **89% or Lower**

 Employees Signature / Date

 Supervisor Signature / Date