**Arrival Room Check Form & Maintenance Damage Report**

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| **NAME: {{FIRSTNAMEAR}} {{SURNAMEAR}}** | **ROOM:{{ROOMAR}}** | **Arrival: {{D\_ARRIVALAR}}** |

Dear Resident,

We want to welcome you to The Hotel. To better enjoy your time with us, please take a moment to notify us if there are any damaged items in your room. When practical, we will try to rectify any defects in your room. Records will be kept of any pre-existing defects such as minor marks on the carpet or walls for comparison when you checkout. Please note that not every room has all the furniture itemised below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Single** |  | **Twin** |  | **Triple** |  | **En-Suite** |  | **Inspected by: Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WALLS/CEILING** |  | **√** |  | **√** | **COMMENTS** |
| **Paint** | **OK** |  | **Damaged** |  |  |
| **Ceiling** | **OK** |  | **Damaged** |  |  |
|  |  |  |  |  |  |
| **ELECTRICAL** |  |  |  |  | **COMMENTS** |
| **Ceiling Light** | **OK** |  | **Damaged** |  |  |
| **Desk Light** | **OK** |  | **Not working** |  |  |
| **Mirror Light** | **OK** |  | **Damaged** |  |  |
| **Mirror** | **OK** |  | **Damaged** |  |  |
|  |  |  |  |  |  |
| **FURNITURE** |  |  |  |  | **COMMENTS** |
| **Bed** | **OK** |  | **Damaged** |  |  |
| **Mattress** | **OK** |  | **Damaged** |  |  |
| **B/Cabinet** | **OK** |  | **Damaged** |  |  |
| **Wardrobe** | **OK** |  | **Damaged** |  |  |
| **Chest of Drawers** | **OK** |  | **Damaged** |  |  |
| **Desk** | **OK** |  | **Damaged** |  |  |
| **Chair** | **OK** |  | **Damaged** |  |  |
|  |  |  |  |  |  |
| **FURNISHINGS/**  **FITTINGS** |  |  |  |  | **COMMENTS** |
| **Carpet** | **OK** |  | **Damaged** |  |  |
| **Curtains** | **OK** |  | **Damaged** |  |  |
| **Curtain Rail** | **OK** |  | **Damaged** |  |  |
| **Notice Board** | **OK** |  | **Damaged** |  |  |
| **Windows** | **OK** |  | **Damaged** |  |  |
|  |  |  |  |  |  |
| **Sink** | **OK** |  | **Damaged** |  |  |
| **Mirror** | **OK** |  | **Damaged** |  |  |
| **Lights** | **OK** |  | **Damaged** |  |  |
|  |  |  |  |  |  |
| **EN-SUITE ONLY** |  |  |  |  |  |
| **Bath** | **OK** |  | **Damaged** |  |  |
| **Shower** | **OK** |  | **Damaged** |  |  |
| **Toilet** | **OK** |  | **Damaged** |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
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| **FURNITURE NUMBERS** | **Bed** |  | **Wardrobe** |  | **Desk** |  | **Chair** |  |

If you do not return this form to Reception within 24hrs of checking in, The Hotel will hold you responsible for any damage found in your room.

**FOR OFFICE USE ONLY**

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| --- | --- | --- |
| **Received by Accommodation**  **Date:** | **Copied to Maintenance Y/ N**  **Date:** | **Copied to House Keeping Y / N**  **Date:** |
| **Comments:** | | |