|  |  |
| --- | --- |
| **Date:** |  |

**ROOM CONDITION CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **Room no.** |  | **Sunny Pines**  **Emerald Gardens**   **Crystal Waters** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MAINTENANCE TEAM** | | | | | |
| **Item** | **Clean** | **Working** | **Undamaged** | **Comments** | **Actioned** |
| Bed and mattress |  |  |  |  |  |
| Curtains/blinds |  |  |  |  |  |
| Desk top |  |  |  |  |  |
| Drawers |  |  |  |  |  |
| Towel rails |  |  |  |  |  |
| Wardrobe |  |  |  |  |  |
| Ceiling light |  |  |  |  |  |
| Four GPOs (min) |  |  |  |  |  |
| Heater |  |  |  |  |  |
| Mini fridge |  |  |  |  |  |
| Smoke alarm |  |  |  |  |  |
| T.V., remote, aerials |  |  |  |  |  |
| Flooring |  |  |  |  |  |
| Fly screen working |  |  |  |  |  |
| Front door and lock |  |  |  |  |  |
| Sliding door and lock |  |  |  |  |  |
| Room key |  |  |  |  |  |
| **GUEST SERVICES / ADMIN TEAM** | | | | | |
| **Item** | **Clean** | **Working** | **Undamaged** | **Comments** | **Actioned** |
| Mattress protector |  |  |  |  |  |
| Bedspread/blankets |  |  |  |  |  |
| Pillow protectors |  |  |  |  |  |
| Pillowcases |  |  |  |  |  |
| Pillows |  |  |  |  |  |
| Sheets |  |  |  |  |  |
| Towels |  |  |  |  |  |
| Welcome pack |  |  |  |  |  |
| Lamp |  |  |  |  |  |
| Walls clean |  |  |  |  |  |
| Windows clean |  |  |  |  |  |
| Evacuation signs |  |  |  |  |  |
| Heater warning sign |  |  |  |  |  |
| Wall art x3 |  |  |  |  |  |
| TV connected |  |  |  |  |  |