IntouchCheck

Hotel Checklist

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LOBBY/RECEPTION AREA	YES	NO
Was the reception desk free of clutter?		
Was the floor in the lobby clean?		
Were complimentary newspapers available for guests?		
Were complimentary cookies/fruit available for guests?		
Was the tourist information desk clear of clutter and properly stocked with brochures?		
Were employees wearing a proper uniform including a nametag?		
Were guests having to wait?		
HOTEL ROOM		
Was the floor clean?		
Were the windows clean?		
Were all lights in the room working, including table lamps?		
Was the bed prepared to our standards?		
Were extra blankets and pillows available?		
Was the mini bar properly stocked?		
Was the bathroom properly stocked with towels?		
Was the bathroom properly stocked with complementary toiletries?		
Were the batteries in the remote control working?		
Was the internet available (either wi-fi or ethernet) working in the room?		
Was the emergency exit notice posted on the back of the door?		