

Hotel Inspection Preparation Checklist

60 Days Before Inspection

- Schedule Carpet Cleaning
- Schedule PTAC Cleaning
- Schedule Upholstery Cleaning
- Schedule Tile & Grout Cleaning
- Review Previous Inspection Findings
- Create Corrective Action Plan

30 Days Before Inspection

- Complete PTAC Cleaning
- Complete Carpet Cleaning
- Address Maintenance Deficiencies
- Remove Stains & Appearance Issues
- Review Guestroom Standards

14 Days Before Inspection

- Deep Clean Public Areas
- Review Building Exterior & Curb Appeal
- Address Odor Concerns
- Verify PTAC Condition
- Review Corridor Appearance

7 Days Before Inspection

- Final Guestroom Inspections
- Touch-Up Cleaning
- Public Area Review
- Elevator Inspection
- Banquet & Meeting Space Review

Day Before Inspection

- Final Vacuuming
- Spot Removal
- Odor Assessment
- Public Restroom Review
- Lobby Inspection
- Empty Trash Receptacles
- Final Walkthrough

Most Common Audit Findings

- Carpet Stains
- Dirty PTAC Units
- Grout Discoloration
- Upholstery Stains
- Odor Issues
- Dust Accumulation
- Public Area Appearance Concerns
- Deferred Maintenance Items
- Damaged Guestroom Assets
- Exterior Appearance Issues