SITE survey. APP

SITE SURVEY REPORT

Hotel Housekeeping Checklist

Prepared for	The Harbour Hotel
Date	11 Oct 2026
Site	The Harbour Hotel, 2nd floor
Prepared by	K. Davies

FORM

Hotel Housekeeping Checklist

1. Shift

Project	The Harbour Hotel, 2nd floor: housekeeping (completed example)
Client	The Harbour Hotel
Site	The Harbour Hotel
Site address	Marine Parade, Tenby
Date	11 Oct 2026
Shift start time	09:00
Room attendant	K. Davies
Floor or section	2nd floor, rooms 201 to 212

2. Rooms

Rooms 1: 201

Room number	201
Status	Departure
Done	Bed made, Bathroom cleaned and sanitised, Towels replaced, Floor vacuumed, Dusting and surfaces, Bins emptied, Glasses and cups replaced, Amenities restocked, Minibar checked
Full linen change?	Yes
Minibar items used	2 x water, 1 x crisps
Maintenance issue?	Yes
What	Cracked tile above the bath; logged with maintenance.

Photos



Lost property found?	No
Time finished	10:05

Rooms 2: 202

Room number	202
Status	Stayover
Done	Bed made, Bathroom cleaned and sanitised, Towels replaced, Bins emptied
Full linen change?	No
Maintenance issue?	No
Lost property found?	No
Time finished	10:30

Rooms 3: 203

Room number	203
Status	Do not disturb
Maintenance issue?	No
Lost property found?	No

Rooms 4: 205

Room number	205
Status	Departure

Done	Bed made, Bathroom cleaned and sanitised, Towels replaced, Floor vacuumed, Dusting and surfaces, Bins emptied
Full linen change?	Yes
Maintenance issue?	No
Lost property found?	Yes
Item and where it was handed in	Phone charger, handed to reception at 11:10.
Time finished	11:05
Rooms with maintenance issues	1
Rooms not serviced (do not disturb)	1

3. Supervisor check

Rooms inspected	201, 205
Standard	Good
Notes and rooms to redo	Room 203 DND: offer service at 14:00.
Are cleaning chemicals kept in their labelled containers, stored and used as the COSHH assessment says?	Yes
Supervisor	L. Price
Supervisor signature	