

## HOTEL ROOM INSPECTION SHEET

**\*INSPECT ALL ROOM ASSIGNED TO YOUR DELEGATION BEFORE YOU OR STUDENTS OCCUPY THEM.**

**\*USE THIS SHEET TO RECORD ANY DAMAGES OR UNSATISFACTORY CONDITIONS.**

1. Rate your room:	Excellent	Good	Fair	Poor
Overall condition	_____	_____	_____	_____
Cleanliness	_____	_____	_____	_____
Décor	_____	_____	_____	_____

2. All in working order:	Yes	No
Air conditioning/heating	_____	_____
Plumbing	_____	_____
Television	_____	_____
Telephone	_____	_____
Lights	_____	_____
Furniture	_____	_____
Locks	_____	_____
Drapes/curtains	_____	_____
Other _____	_____	_____

3. List any other things in need of repair upon arrival (ex. rugs, wallpaper, bedding, Drapes, furniture, etc.)

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4. Supplies sufficient	Yes	No
Towels	_____	_____
Washcloths	_____	_____
Soap	_____	_____
List of hotel phone numbers	_____	_____

Room number \_\_\_\_\_

Names of Occupants:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

I have checked the above room \_\_\_\_\_ # \_\_\_\_\_  
Advisor's Name and Room Number

Hand in one for each room to Headquarters before opening session.