

Guest Room Supplies Evaluation Checklist

Document requirements, evidence, ownership, and approval for each guest room supply category. Any failed mandatory gate stops approval.

Property		Project / Phase		Room Type		Review Date	
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Group	Evaluation Item	Acceptance Question	Evidence to Record	Status	Owner / Due Date
Property fit	Guest segment and stay purpose	Does the item support a defined guest need for the applicable room type?	Guest profile and room-type reference	Not Started	
Property fit	Brand and service promise	Is the expected outcome observable and consistent with the property's positioning?	Approved requirement statement	Not Started	
Property fit	Room-type scope	Are standard, suite, accessible, family, and long-stay variants explicitly mapped?	Room-type matrix	Not Started	
Guest use	Ease of use	Can a first-time guest understand and operate the item without avoidable assistance?	Observed-use notes	Not Started	
Guest use	Comfort and sensory fit	Are touch, noise, scent, temperature, brightness, and perceived quality appropriate?	Model-room evaluation	Not Started	
Guest use	Inclusive use	Have reach, grip, contrast, label, control, and feedback needs been reviewed?	Accessibility review	Not Started	
Operations	Room-reset time	Can staff prepare, clean, inspect, place, and replenish the item within the target workflow?	Timed task result	Not Started	
Operations	First-pass quality	Does the item meet the room standard without frequent repositioning or rework?	Trial-room inspection record	Not Started	
Operations	Cleanability	Do actual chemicals and tools clean the item without residue, damage, or hidden moisture?	Cleaning test	Not Started	
Operations	Laundry performance	Where applicable, does the product meet wash, dry, shrinkage, color, seam, and appearance limits?	Controlled wash-test record	Not Started	
Operations	Cart and storage fit	Do unit, inner pack, carton, shelf, and cart dimensions work safely?	Dimensions and handling notes	Not Started	
Operations	Replenishment simplicity	Are pack sizes, labels, picking units, and refill procedures clear and efficient?	Pantry and cart trial	Not Started	
Technical	Room compatibility	Are power, plug, mounting, network, consumable, liner, cartridge, and clearance needs compatible?	Compatibility checklist	Not Started	
Technical	Safety gate	Are category-specific safety risks and required controls resolved?	Test report or risk review	Not Started	
Technical	Compliance gate	Do documents match the offered model, material, factory, and destination requirements?	Document register	Not Started	
Quality	Construction and finish	Does the sample meet measurable material, workmanship, dimension, color, and finish criteria?	Sample inspection	Not Started	
Quality	Durability threshold	Does testing support the expected service life under hotel use?	Cycle, load, abrasion, or function test	Not Started	

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Quality	Control sample	Is an approved, identified reference sample retained and linked to the specification?	Sample approval record	Not Started	
Commercial	Normalized landed cost	Are product, setup, packaging, freight, duties, inspection, and destination costs compared consistently?	Cost comparison	Not Started	
Commercial	Lifecycle value	Are failure, loss, cleaning, handling, replacement, and usable life included?	Expected-cost model	Not Started	
Supply	MOQ and reorder fit	Are opening and replacement quantities commercially workable?	MOQ and price-break schedule	Not Started	
Supply	Lead time and continuity	Are production, replenishment, batch variation, tooling, and discontinuation risks acceptable?	Continuity plan	Not Started	
Supply	Alternatives and substitutions	Is the approval path for equivalent products explicit and measurable?	Substitution rule	Not Started	
Delivery	Required-on-site date	Does the schedule include sampling, approval, production, inspection, freight, receiving, and room staging?	Milestone schedule	Not Started	
Delivery	Receiving and identification	Are carton labels, quantities, room-type allocation, inspection, and claims steps defined?	Receiving plan	Not Started	
Sustainability	Measurable impact	Are durability, packaging, refillability, repairability, material claims, and end-of-life options verified?	Sustainability evidence	Not Started	
Governance	Decision ownership	Are requirement owner, approver, budget owner, buyer, receiver, and change authority named?	Responsibility matrix	Not Started	
Governance	Final decision record	Are gate result, weighted score, exceptions, conditions, and approval date documented?	Signed decision record	Not Started	