

Guest Room Supplies Pre-Purchase Site Review Checklist

Complete before RFQ, sample approval, or purchase-order release. Attach evidence references and hold any item that can change fit, compatibility, quantity, delivery, installation, compliance, or operation.

Property / Project		Document revision	
Review date		Representative rooms	
Review lead		Target release gate	RFQ / Sample / Purchase Order

ID	Review area	Field check	Acceptance evidence	Primary owner	Status / notes
1	Document control	Current drawing, schedule, item code, room code, and revision agree	Controlled review pack and revision register	Project manager	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
2	Room coverage	Every materially different room type and known exception is included	Room-type sampling list	Operations / design	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
3	Existing vs. future condition	Finished, unfinished, temporary, and scheduled-to-change conditions are identified	Status note linked to milestone	Project manager	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
4	Niche and casegoods	Finished opening width, height, depth, level, squareness, and ventilation are verified	Dimensioned photograph or drawing markup	Design / engineering	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
5	Counter and shelf placement	Footprint, edge clearance, stability, heat, splash, and cleaning access are confirmed	Placement test with approved sample or template	Housekeeping / design	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
6	Doors and moving elements	Product does not conflict with doors, drawers, curtains, screens, hinges, or handles	Swing and movement test record	Design	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
7	Circulation	Placement preserves required circulation and normal luggage use	Annotated plan and field photograph	Design / accessibility reviewer	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
8	Guest reach and operation	Controls, handles, refills, and removable parts can be reached and operated as required	Full installed-arrangement review	Accessibility reviewer / operations	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
9	Wall and backing	Substrate, backing, load, fixing zone, and permitted drilling are confirmed	Installer-approved fixing detail	Contractor / engineering	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
10	Waterproofing and wet zones	Penetration limits, seals, splash exposure, and making-good responsibility are defined	Approved wet-area installation detail	Contractor / design	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
11	Electrical supply	Voltage, frequency, receptacle, circuit, switching, and outlet position are verified	Engineer-approved connection schedule	Engineering	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
12	Cord and reset access	Cord length, routing, isolation, reset, replacement, and cleaning access are workable	Operational placement trial	Engineering / housekeeping	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
13	Ventilation and heat	Manufacturer clearances and room conditions can be achieved	Dimensioned clearance record	Engineering	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
14	Data and system interface	Network, gateway, commissioning, credentials, privacy, updates, and offline behavior are assigned	Approved integration note	IT / engineering	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
15	Product compatibility	Linens, refills, batteries, filters, brackets, trays, spare parts, and consumables match	Compatibility schedule and sample references	Procurement / operations	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:

ID	Review area	Field check	Acceptance evidence	Primary owner	Status / notes
16	Cleaning and chemicals	Actual cleaning tools, chemicals, temperatures, and handling method are suitable	Housekeeping trial and care approval	Housekeeping	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
17	Maintenance access	Serviceable parts can be reached without destructive removal or excessive room downtime	Maintenance demonstration	Engineering	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
18	Storage and pantry fit	Inner packs and cartons fit shelves, carts, lifts, and issue procedures	Pack dimensions and storage test	Housekeeping / stores	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
19	Loading and delivery route	Dock, vehicle, unloading, corridor, elevator, doors, protection, and delivery hours are verified	Route survey with limiting dimensions	Logistics / contractor	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
20	Installation workspace	Staging, assembly, charging, kitting, waste, and room-release space are assigned	Installation method statement	Installer / operations	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
21	Packaging and room packs	Pack unit, labels, room-type segregation, carton weight, and disposal plan are defined	Approved packaging specification	Procurement / logistics	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
22	Quantity basis	Room count, room mix, installed quantity, operational spares, and phased releases use the same revision	Reconciled quantity schedule	Procurement / operations	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
23	Scope and responsibility	Supply, freight, customs, unloading, assembly, installation, commissioning, protection, and making good have owners	Responsibility matrix	Project manager / procurement	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
24	Compliance hold points	Required destination, safety, accessibility, electrical, material, hygiene, and labeling checks are assigned	Category-specific compliance register	Project compliance owner	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
25	Open issues	Every unresolved item has an owner, due date, impact, and procurement hold point	Open-issue register	Project manager	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:
26	Final baseline	Updated drawings, schedule, sample record, quotation assumptions, and purchase terms agree	Signed review release and revision set	Procurement / project sponsor	Verified / Open issue / Hold / N/A Owner, due date, evidence, notes:

Release confirmation

Open issues remaining		Procurement hold IDs	
Released documents		Supplier acknowledgement	
Approved by		Role / date	