Hotel Housekeeping Cleaning Checklist

Clean the Main Living Area

☐ If possible, open the windows and air out the room
☐ Check the thermostat, air conditioner, and lights to ensure they work properly
☐ Replace any flickering or burnt out bulbs
☐ Test the drapes to make sure they slide easily
☐ Look over the walls and ceilings for dust or cobwebs
☐ Dust all appliances, fixtures, and furniture
☐ Clean the coffee maker
☐ Check the refrigerator for any items left behind by previous guests

☐ Clean the microwave
☐ Clean mirrors and glass surfaces
☐ Wipe down the telephone
☐ Ensure closet is stocked with hangers and luggage racks
☐ Remove trash from trash cans and fit with new liners
☐ Vacuum the room
☐ Deodorize the room

Make the Bed

☐ Look under the bed for any misplaced items
☐ Strip the bed of all linens and pillow cases
☐ Lay down a fresh fitted sheet
☐ Lay down a clean flat sheet

☐ Tuck the sheets under the foot of the bed to make neat hospital corners
☐ Put clean pillowcases on the pillows
☐ Open ends of the pillowcase should face the edges of the bed
☐ Cover the bed with a clean duvet and smooth out any wrinkles

Clean the Bathroom

☐ Remove any used towels
☐ Look for any signs of water leaks from bathroom fixtures
☐ Clean the shower and bath tub then wipe down with a dry cloth
☐ Scrub and disinfect the toilet bowl
☐ Clean and sanitize the toilet seat, lid, and handle
☐ Clean mirrors

☐ Clean the vanity top and sink
☐ Clean floor tiles and grout
☐ Inspect the bathroom and remove any stray hairs
☐ Remove trash from trash cans and fit with new liners
☐ Deodorize the bathroom

Date: ________________
Replace All Amenities

- Coffee cups
- Coffees and filters
- Tea bags
- Sugar, creamer, and stirrers
- Ice buckets and liners
- Drinking cups
- Stationary and pen

- Hotel information pamphlets or booklets
- Dry cleaning bags
- Shampoo and conditioner
- Soaps and lotion
- Tissues
- Toilet paper
- Clean towels, washcloths, and bath mats

Notes:

__________________________________________
Employee Signature

__________________________________________
Supervisor Signature