

Hotel Housekeeping Cleaning Checklist

Date: _____

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

Replace All Amenities

- | | |
|---|--|
| <input type="checkbox"/> Coffee cups | <input type="checkbox"/> Hotel information pamphlets or booklets |
| <input type="checkbox"/> Coffees and filters | <input type="checkbox"/> Dry cleaning bags |
| <input type="checkbox"/> Tea bags | <input type="checkbox"/> Shampoo and conditioner |
| <input type="checkbox"/> Sugar, creamer, and stirrers | <input type="checkbox"/> Soaps and lotion |
| <input type="checkbox"/> Ice buckets and liners | <input type="checkbox"/> Tissues |
| <input type="checkbox"/> Drinking cups | <input type="checkbox"/> Toilet paper |
| <input type="checkbox"/> Stationary and pen | <input type="checkbox"/> Clean towels, washcloths, and bath mats |

Notes:

Employee Signature

Supervisor Signature