

HOTEL CLEANING CHECKLIST

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Welcome to the Housekeeping Cleaning Checklist, designed to ensure a thorough and efficient cleaning process for our esteemed housekeeping department. This checklist serves as a comprehensive guide to maintain cleanliness and hygiene standards throughout our establishment.

As a professional and dedicated team, it is our utmost priority to provide a clean and comfortable environment for our guests. By following this checklist, we aim to streamline our cleaning procedures, enhance productivity, and consistently deliver exceptional service.



The checklist covers various areas and tasks, including but not limited to room cleaning, bathroom sanitation, dusting, vacuuming, and linen management. Each task is carefully outlined, providing step-by-step instructions to ensure consistency and attention to detail.

We encourage all members of the housekeeping department to familiarize themselves with this checklist and utilize it as a valuable tool in their daily operations. Regular training and updates will be provided to ensure adherence to the highest standards of cleanliness and guest satisfaction.

Thank you for your commitment to maintaining a clean and inviting environment for our valued guests. Together, we can uphold our reputation for excellence in cleanliness and elevate the overall guest experience.



1. Dust and wipe down all surfaces, including tables, counters, and shelves.

2. Vacuum or sweep the floor, paying special attention to corners and under furniture.

3. Empty and replace trash bins, ensuring all trash is disposed of properly.

4. Clean windows, mirrors, and other glass surfaces using a streak-free cleaner.



5. Disinfect high-touch areas such as light switches, doorknobs, and remote controls.

6. Change and wash all bed linens, including sheets, pillowcases, and duvet covers.

7. Vacuum and sanitize mattresses, paying attention to any stains or odors.

8. Clean and disinfect bathroom fixtures, including the toilet, sink, shower, and bathtub.

9. Stock bathroom amenities such as soap, shampoo, and towels.



10. Restock supplies such as coffee, tea, and drinking glasses.

11. Check and refill the mini-bar and ensure the items are properly charged.

12. Inspect and clean any additional appliances or amenities in the room, such as a microwave or refrigerator.

13. Ensure that all lights are working properly and replace any burned-out bulbs.

14. Check for any damages or maintenance issues in the room and report them to maintenance staff.



15. Organize and arrange furniture and decor in a neat and pleasing manner.

16. Leave a fresh scent in the room, such as a linen spray or air freshener.

17. Check all electronic devices and alarms to ensure they are functioning correctly.

18. Perform a final walkthrough to ensure everything is clean, organized, and ready for the next guest.



19. Document any additional housekeeping tasks required by the specific hotel's standards.

20. Complete any required paperwork, including signing off on the cleaning checklist and reporting any issues to the supervisor.

**ROOM IS READY
WELL DONE**



DAILY DUTIES COMMENTS



THANK YOU

HOTEL HOUSEKEEPING DEPARTMENT

