

DAILY HOTEL HOUSEKEEPING CHECKLIST

(Check each day)

General Room Cleaning

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Replace used bed linens with fresh sheets.							
Make the bed neatly with a wrinkle-free finish.							
Dust all furniture, headboards, and décor items.							
Vacuum floors and rugs; mop hard surfaces.							
Clean mirrors and glass surfaces to remove smudges.							
Remove any trash and replace bin liners.							
Inspect the room for visible stains or damages.							
<i>Additional Task:</i>							

Instructions:

- Always check under beds, chairs, and behind curtains for debris.
- Report any damages or maintenance needs immediately.

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Bathroom Cleaning

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Scrub and sanitize the toilet, including the base and back.							
Clean and sanitize the sink, faucets, and countertops.							
Wipe down and disinfect shower walls, tubs, and glass doors.							
Replace used towels with fresh ones.							
Restock toiletries (soap, shampoo, conditioner, toilet paper).							
Clean and polish mirrors and chrome fixtures.							
Empty and sanitize trash bins.							
<i>Additional Task:</i>							

Instructions:

- Pay attention to corners, drains, and grout for dirt or mold.
- Ensure the bathroom smells fresh before completing.

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Room Amenities and Presentation

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Test all lights, lamps, and electrical outlets; replace bulbs if needed.							
Check that the TV, remote, and air conditioning work properly.							
Restock mini-bar items or complimentary water bottles.							
Clean and sanitize the phone, remotes, and other high-touch items.							
Arrange décor and furniture neatly (pillows, curtains, etc.).							
Verify room key functionality.							
Additional Task:							

Instructions:

- Ensure all items are neatly aligned and guest-ready.
- Restock items consistently for all rooms to maintain standards.

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Hallway and Common Areas

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Vacuum or mop hallways and entryways.							
Wipe down and sanitize door handles, railings, and light switches.							
Check and clean elevator interiors and buttons.							
Remove trash and debris from common areas.							
Replenish hallway supplies (e.g., extra linens, cleaning products).							
Additional Task:							

Instructions:

- Check for guest requests left on doors or at desks and respond promptly.
- Keep common areas tidy and presentable at all times.

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Final Walkthrough

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Perform a final check of the room for forgotten items or debris.							
Ensure all cleaning tools and supplies are removed from the room.							
Adjust room temperature and lighting for a welcoming ambiance.							
Check that all windows are closed and curtains/blinds are neatly arranged.							
Confirm that the room meets hotel standards before moving to the next.							
Additional Task:							

Instructions:

- Leave the room in a condition that makes guests feel welcome immediately upon entry.
- Log completed rooms and report any discrepancies or issues.