# GUEST ROOM CLEANING AND INSPECTION CHECKLIST

(Check each day)

## Pre-Cleaning Preparation

*From ..... to .....*

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Gather cleaning supplies, tools, and fresh linens. | | | | | | | |
| Open windows or turn on ventilation to air out the room. | | | | | | | |
| Inspect the room for items left by the previous guest and log them. | | | | | | | |
| Empty trash bins and remove used towels and linens. | | | | | | | |
| Check for maintenance issues (e.g., broken lights, leaking faucets) and report immediately. | | | | | | | |
| *Additional Task:* | | | | | | | |

**Instructions:**

- *Start by clearing the space and identifying any urgent maintenance issues before cleaning.*

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## General Room Cleaning

*From ..... to .....*

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Dust all furniture, headboards, shelves, and décor items. | | | | | | | |
| Vacuum carpets and rugs; mop hard floors. | | | | | | | |
| Clean and sanitize high-touch surfaces (e.g., remotes, light switches, door handles). | | | | | | | |
| Clean mirrors, glass surfaces, and windows to remove smudges. | | | | | | | |
| Arrange furniture, pillows, and décor neatly. | | | | | | | |
| Inspect under beds and furniture for debris or forgotten items. | | | | | | | |
| *Additional Task:* | | | | | | | |

**Instructions:**

- *Focus on creating a clean, dust-free environment that looks and feels inviting.*

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## Bed and Linens

*From ..... to .....*

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Replace used bed linens with clean sheets, pillowcases, and covers. | | | | | | | |
| Check the mattress for stains, odors, or damage. | | | | | | | |
| Ensure the bed is made neatly and evenly with no wrinkles. | | | | | | | |
| Inspect and fluff pillows; replace any worn or stained ones. | | | | | | | |
| Ensure extra blankets and linens are stored neatly. | | | | | | | |
| *Additional Task:* | | | | | | | |

**Instructions:**

- *Prioritize neatness and comfort to make the bed the focal point of the room.*

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## Bathroom Cleaning

*From ..... to .....*

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Scrub and disinfect the toilet, including the base and behind it. | | | | | | | |
| Clean and sanitize the sink, countertops, and faucets. | | | | | | | |
| Scrub the shower, tub, and tiles; replace any worn-out caulking. | | | | | | | |
| Clean and polish mirrors and chrome fixtures. | | | | | | | |
| Replace used towels with fresh ones. | | | | | | | |
| Restock toiletries (soap, shampoo, conditioner, toilet paper). | | | | | | | |
| Empty and sanitize trash bins. | | | | | | | |
| *Additional Task:* | | | | | | | |

**Instructions:**

- *Pay attention to details like grout lines and drains to ensure the bathroom is spotless.*

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## Room Amenities Inspection

*From ..... to .....*

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Test the TV, remote, and air conditioning/heating for functionality. | | | | | | | |
| Check and clean the mini-fridge; restock as necessary. | | | | | | | |
| Sanitize the phone, alarm clock, and charging stations. | | | | | | | |
| Test and clean coffee makers or kettles. | | | | | | | |
| Ensure closets and drawers are clean and functional. | | | | | | | |
| Verify that Wi-Fi is accessible and working. | | | | | | | |
| *Additional Task:* | | | | | | | |

**Instructions:**

- *Inspect all amenities to ensure a seamless guest experience and functionality.*

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## Final Walkthrough and Presentation

*From ..... to .....*

| TASK | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| Perform a final sweep to ensure no debris or dirt is missed. | | | | | | | |
| Adjust the room temperature and lighting for a welcoming ambiance. | | | | | | | |
| Spray a neutral air freshener to create a pleasant atmosphere. | | | | | | | |
| Arrange any complimentary items (e.g., water bottles, snacks) neatly. | | | | | | | |
| Ensure the room key is working and ready for guest check-in. | | | | | | | |
| Log the completed cleaning and inspection in the housekeeping system. | | | | | | | |
| *Additional Task:* | | | | | | | |

**Instructions:**

- *View the room from a guest's perspective to catch any missed spots or issues.*

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