



YourHotel Housekeepers Checklist

Date _____

Housekeeper/Inspected By _____

Room # _____

Deep Cleaning Task Checklist			
Item	<input checked="" type="checkbox"/>	Item	<input checked="" type="checkbox"/>
Turn Mattresses and Change Bedspreads			
Remove linens from the bed		Lift mattresses off the box springs	
Lift the box springs off the bed frame		Inspect for tears, soil spots or broken springs	
Inspect and clean the frame and headboard		Vacuum behind and inside the bed platform	
Rotate the box springs		Turn the mattress	
Vacuum the mattress cording		Inspect pillows and replace pillows that have stains	
Remake the bed with clean mattress pad, linens & bedspread		Report and damage promptly	
Dust High Places			
Dust where the wall meets the ceiling		Dust smoke detectors and sprinklers	
Dust the tops of tall furniture such as armoires		Dust light diffusers; clean with a damp cloth if needed	
Dust vents		Clean anything else above eye level	
Clean Lights			
Remove the shade		Use a damp cloth to clean fixture & shade thoroughly	
Reposition the shade		Remove and dust exit sign covers	
Wipe inside exit signs with a damp cloth		Replace exit sign covers	
Clean Draperies And Wash Window			
Remove draperies that need professional dry cleaning from drapery rods		Label draperies by room number and send them to be dry cleaned	
Use a scrubber and window cleaner to clean grease marks and grime from windows		To remove dust vacuum draperies from the top down. Get into the folds, and clean the back	
Place hooks in a sealable bags		Inspect and clean pulls, hooks and rods	
Wipe vinyl draperies with a damp cloth		Work from the top down in an "S" pattern with a squeegee	
Dust sheers often		Hang replacement draperies	
Wipe window frames with a damp cloth			
Wash Walls, Baseboards and Doors			
Work from the bottom up to avoid streaks		Use a mild solution of all purpose cleaner on a soft sponge and clean gently	
Dry all surfaces with a clean cloth		Wipe switch plates, phone plugs and wall jacks	
Clean anything hanging on the wall		Clean both sides of every door, including viewers, hinges, the frame, locks and lock plates	
Clean the closet walls and luggage racks			
Date: _____		Signature: _____	