

# Hotel Housekeeping Cleaning Checklist

## 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

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

Notes:

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Employee Signature

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Supervisor Signature