

HOTEL ROOM CLEANING CHECKLIST



BATHROOMS

- Clean toilet stool including all interior and exterior surfaces, base, and floor/wall area.
- Polish all mirrors
- Clean and polish sinks and sink fixtures
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, lampshades, under counters and cabinets, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust
- Clean tub/shower, including all walls and shelves
- Polish tub/shower fixtures
- Dust all cabinets and cabinet tops
- (Optional) Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters
- Clean and mop/vacuum the floor
- Run duster over woodwork and trim
- Spot clean doors and cabinet doors with special attention around the doorknobs
- Clean light switches
- Empty wastebasket and replace liner
- Spot clean smudges from windows
- Dust blinds and/or spot vacuum curtains
- (optional) Tidy up the room and carry dirty laundry to laundry room
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BEDROOMS

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, radiators, and any other place that there may be spiderwebs and dust
- Vacuum under the bed
- Polish all mirrors
- Dust all furniture
- Clean light switches
- Vacuum floor and rugs
- Dust baseboards of room
- Empty wastebasket and replace liner
- Spot clean smudges from any windows and glass
- (optional) Tidy the closet, hanging and organizing clothes, straightening shoes and accessories
- (optional) Tidy up the room, make beds, and carry dirty laundry to laundry room
- (optional) Change the bed linens and make the bed
- (Optional) Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters
- Spot vacuum or dust the curtains and blinds
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