

HOTEL HOUSEKEEPING DAILY CHECKLIST

Date:

Room No:

Housekeeper:

ROOM CLEANING

- ☐ Open curtains & air out room
- ☐ Make bed
- ☐ Change linens if needed
- ☐ Dust furniture & surfaces
- ☐ Clean mirrors & glass
- ☐ Vacuum / mop floor
- ☐ Empty trash
- ☐ Clean doors & handles

BATHROOM

- ☐ Clean & sanitize toilet
- ☐ Clean sink & counter
- ☐ Clean shower / bathtub
- ☐ Clean mirror
- ☐ Mop bathroom floor
- ☐ Replace towels
- ☐ Refill toiletries
- ☐ Empty trash

AMENITIES & SUPPLIES

- ☐ Drinking water replenished
- ☐ Coffee & tea replenished
- ☐ Glasses / cups clean
- ☐ Hangers available
- ☐ Room supplies complete

FINAL CHECK

- ☐ Room clean & tidy
- ☐ Bed properly made
- ☐ Bathroom clean
- ☐ Supplies complete
- ☐ Ready for guest

QUICK ROOM CHECK

- ☐ Lights working
- ☐ Air conditioning working
- ☐ TV & remote working
- ☐ Doors & locks working
- ☐ No damage or leaks
- ☐ No unpleasant odor

NOTES

Housekeeper Initial

Supervisor Initials

Inspection Time