

Fitness Meal Prep List

Date:

Room No:

Room Type:

ROOM

- Make bed
- Change linens
- Dust surfaces
- Clean mirrors
- Clean floors
- Empty trash

BATHROOM

- Clean toilet
- Clean sink
- Clean shower
- Clean mirror
- Replace towels
- Refill toiletries

SUPPLIES

- Refill water
- Refill coffee & tea
- Check cups/glasses
- Check hangers
- Check toilet paper
- Check minibar

ROOM CHECK

- Check lights
- Check air conditioning
- Check TV & remote
- Check doors & locks
- Check curtains / blinds
- Check for damage

FINAL INSPECTION

- Room is clean & tidy
- Bed is properly made
- Bathroom is clean
- Floors are clean
- Supplies are complete
- Amenities are arranged

Daily Notes

Housekeeper Initial

Supervisor Initials

Inspection Time