

WEEKLY HOTEL HOUSEKEEPING CHECKLIST

Week of:	Room / Area:	Housekeeper:
----------	--------------	--------------

TASK	M	T	T	W	F	S	S
Make beds							
Change linens							
Replace towels							
Dust furniture							
Clean mirrors							
Vacuum / mop floors							
Clean bathroom							
Refill toiletries							
Empty trash							
Check room supplies							
Check lights & AC							
Report maintenance issues							

WEEKLY DEEP CLEAN	Notes
☐ Clean under beds	
☐ Dust lamps & light fixtures	
☐ Clean windows & window tracks	
☐ Clean curtains / blinds	
☐ Deep clean bathroom	
☐ Clean AC vents	
☐ Check mattress & pillows	
☐ Check furniture & fixtures	

Date	Supervisor
------	------------