

Guest Room Cleaning 10 Point Checklist

Designate each line on the cleaning checklist as complete by adding a check mark in the right column.

| | | |
|------|-------------------------------|------|
| DATE | HOUSEKEEPING TEAM MEMBER NAME | ROOM |
| | | |



1 SWITCHES & ELECTRONIC CONTROLS COMPLETE
Lights, lamps, switches and electronic controls.

2 HANDLES & KNOBS COMPLETE
Doors, closets, drawers, furniture knobs and drapery pull handles.

3 MAJOR BATHROOM SURFACES COMPLETE
Toilet handles, seats, shower/tub controls and sink faucets.

4 CLIMATE CONTROL PANELS COMPLETE

5 TELEPHONES, REMOTE CONTROLS AND CLOCKS COMPLETE
Handsets, dial pads and function buttons.

6 BED & BEDDING COMPLETE
All bed linens including duvet covers, pillowcases and sheets. NO LYSOL. Follow current laundering process.

7 BATH AMENITIES COMPLETE
Bulk dispensers, individual amenities, tissue boxes, soap dishes, amenity trays and hair dryer.

8 HARD SURFACES COMPLETE
Tables, desks and nightstands. NO LYSOL. Follow current cleaning protocols.

9 CLOSET GOODS COMPLETE
Iron, safe handle and keypad.

10 IN-ROOM FOOD & BEVERAGE* COMPLETE
Handles on minibars, refrigerators, and coffee maker.

**Follow commercial cleaning protocol for all glassware and cutlery*