| **Hotel Housekeeping Cleaning Checklist** | | | |
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| Attendant |  | Supervisor |  |
| Date: | | | |

| **Clean the Main Living Area** | | | |
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| **Task** | **Details** | **Done?** | **Notes** |
| Dust Surfaces | Dust all surfaces including shelves, coffee tables, end tables, and entertainment centers |  |  |
| Pay special attention to electronics and decorative items |  |  |
| Use a microfiber cloth or electrostatic duster to minimize dust resettling |  |  |
| Clean Furniture | Vacuum upholstered furniture such as sofas, armchairs, and ottomans |  |  |
| Spot clean any stains or spills on upholstery using an appropriate cleaner |  |  |
| Polish wooden furniture surfaces with furniture polish or cleaner |  |  |
| Floor Care | Vacuum carpeted areas thoroughly, focusing on high-traffic areas and under furniture |  |  |
|  | Use a carpet cleaner for deep cleaning if necessary |  |  |
|  | Sweep hard floors to remove debris, then mop with appropriate cleaner |  |  |
| Pay attention to corners and baseboards while cleaning floors |  |  |
| Windows and Window Treatments | Clean windows inside and out using glass cleaner and a lint-free cloth or squeegee |  |  |
| Dust or vacuum window blinds or curtains to remove dust and debris |  |  |
| Launder curtains or drapes according to care instructions |  |  |
| Electronics and Entertainment Center | Dust and wipe down electronics including TV screens, speakers, and gaming consoles |  |  |
| Organize cables and cords to minimize clutter |  |  |
| Clean remote controls and game controllers with disinfectant wipes |  |  |
| Lighting Fixtures | Dust lampshades and light fixtures |  |  |
| Replace any burnt-out light bulbs |  |  |
| Wipe down light switches and outlets with disinfectant wipes |  |  |
| Final Touches | Arrange furniture and decorative items neatly |  |  |
| Fluff and arrange throw pillows and blankets |  |  |
| Adjust window blinds or curtains to desired position |  |  |
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| **Make the Bed** | | | |
| **Task** | **Details** | **Done?** | **Notes** |
| Remove Old Bedding | Strip the bed of all used bedding including sheets, pillowcases, duvet cover, and any blankets or throws. |  |  |
| Inspect Mattress | Check the mattress for any stains, tears, or damage. Report any issues to maintenance if necessary. |  |  |
| Add Fitted Sheet | Place a clean fitted sheet over the mattress, ensuring it is pulled tightly and tucked securely under the corners. |  |  |
| Add Flat Sheet | Place a clean flat sheet over the fitted sheet, ensuring it is evenly spread out and tucked tightly at the foot of the bed. |  |  |
| Arrange Pillows | Place pillows against the headboard or wall in the desired arrangement. |  |  |
| Insert pillow protectors and pillowcases onto pillows, ensuring they are evenly aligned and tucked in. |  |  |
| Add Duvet or Comforter | Place a clean duvet or comforter over the flat sheet, ensuring it is evenly spread out and aligned with the edges of the bed. |  |  |
| Fold Top Sheet and Duvet | Fold the top portion of the flat sheet and duvet or comforter down towards the foot of the bed, creating a neat fold or border. |  |  |
| Add Decorative Pillows or Throws (Optional) | Arrange any decorative pillows or throws on top of the bed, adding visual interest and style. |  |  |
| Straighten and Fluff | Smooth out any wrinkles or creases in the bedding, ensuring a crisp and tidy appearance. |  |  |
| Fluff pillows and adjust their positioning as needed for aesthetic appeal. |  |  |
| Final Inspection | Step back and visually inspect the bed to ensure everything is arranged neatly and symmetrically. |  |  |
| Make any final adjustments as needed to achieve the desired look. |  |  |
| Sanitize and Tidy | Use a fabric refresher or linen spray to add a fresh scent to the bedding. |  |  |
| Tidy up the area around the bed, removing any stray items or debris. |  |  |
| **Clean the Bathroom** | | | |
| **Task** | **Details** | **Done?** | **Notes** |
| Clear Surfaces | Remove all items from countertops, shelves, and ledges. |  |  |
| Place items in a safe location outside the bathroom. |  |  |
| Dust and Sweep | Dust light fixtures, vents, and any decorative items |  |  |
| Sweep or vacuum the floor to remove debris and hair. |  |  |
| Clean Mirrors and Glass | Spray glass cleaner on mirrors and wipe clean with a lint-free cloth. |  |  |
| Clean any glass surfaces such as shower doors or windows. |  |  |
| Toilet Cleaning | Apply toilet bowl cleaner to the inside of the toilet bowl and let it sit for a few minutes. |  |  |
| Scrub the inside of the toilet bowl with a toilet brush, paying special attention to under the rim and around the edges. |  |  |
| Wipe down the exterior of the toilet tank, seat, and base with disinfectant cleaner. |  |  |
| Polish metal fixtures such as handles or hinges. |  |  |
| Sink and Countertop | Spray bathroom cleaner on the sink, faucet, and countertop surfaces. |  |  |
| Scrub the sink basin and faucet with a sponge or scrub brush. |  |  |
| Wipe down the countertop and any surrounding surfaces. |  |  |
| Clean soap dishes, toothbrush holders, and other accessories. |  |  |
| Shower and Tub | Spray shower and tub surfaces with bathroom cleaner or a mixture of vinegar and water. |  |  |
| Scrub the walls, floor, and fixtures with a sponge or scrub brush. |  |  |
| Rinse thoroughly with water to remove cleaner residue. |  |  |
| Clean and disinfect shower caddies, soap dishes, and other accessories. |  |  |
| Grout and Tile | Clean grout lines using a grout brush or old toothbrush and a paste of baking soda and water. |  |  |
| Wipe down tile surfaces with a damp cloth to remove any remaining residue. |  |  |
| Final Touches | Replace any items that were removed from surfaces. |  |  |
| Empty trash bins and replace liners. |  |  |
| Sweep or mop the floor to remove any remaining debris. |  |  |
| Check for any water leaks or plumbing issues and report them to maintenance. |  |  |
| **Replace All Amenities** | | | |
| **Task** | **Details** | **Done?** | **Notes** |
| Inspect Current Amenities | Check each area of the room (bathroom, bedroom, living area) for existing amenities such as toiletries, towels, and linens. |  |  |
| Note any items that need replacement or replenishment. |  |  |
| Gather Replacement Amenities | Collect fresh supplies of toiletries including shampoo, conditioner, body wash, lotion, and soap. |  |  |
| Gather clean towels, washcloths, and bath mats. |  |  |
| Ensure an adequate supply of toilet paper, tissues, and paper towels. |  |  |
| Bathroom Amenities | Replace all used or partially empty toiletry bottles with fresh ones. |  |  |
| Ensure that each amenity is neatly arranged and easily accessible to guests. |  |  |
| Fold towels neatly and arrange them in a visually appealing manner. |  |  |
| Replace bath mats if soiled or worn. |  |  |
| Bedroom Amenities | Replace used or soiled bed linens with fresh ones, including sheets, pillowcases, and duvet covers. |  |  |
| Ensure that pillows are plumped and arranged neatly on the bed. |  |  |
| Provide additional blankets or pillows if requested by the guest. |  |  |
| Living Area Amenities | Check for any amenities in the living area such as throw blankets, cushions, or magazines. |  |  |
| Replace any used or misplaced items and arrange them neatly. |  |  |
| Stocking Supplies | Ensure that sufficient quantities of amenities are available for the next guest. |  |  |
| Restock housekeeping carts with replacement amenities as needed. |  |  |
| Notify management if any amenities are running low or need to be reordered. |  |  |
| Final Inspection | Conduct a final inspection of the room to ensure that all amenities have been replaced and arranged to the highest standards. |  |  |
| Double-check all areas of the room to ensure nothing has been overlooked. |

| Notes: |
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Attendant Signature:

Supervisor Signature: