

Housekeeping Checklist

BEDROOMS

- Change the linens
- Dust all surfaces
- Vacuum/mop floors and under the bed
- Clean mirrors and windows
- Empty trash bins
- Check lights and replace bulbs if needed
- Restock amenities
- _____
- _____

BATHROOMS

- Clean the toilet, sink, and shower
- Wipe mirrors
- Replace used towels
- Restock toiletries
- Empty trash bins
- Mop the floors
- _____
- _____

DINING ROOM

- Dust and wipe tables, chairs, and surfaces
- Vacuum/mop floors
- Set tables with clean cutlery, glasses, and napkins
- Clean windows and mirrors
- _____
- _____

LAUNDRY SERVICES

- Collect dirty linens and towels
- Sort laundry
- Wash and dry according to fabric care instructions
- Iron or press linens as required
- Fold and organize clean laundry
- Deliver or restock items promptly
- Check for stains/damages and handle accordingly
- _____
- _____

NOTES

Start time: _____

End time: _____

Name: _____

Name: _____

Signature: _____

Signature: _____