

# 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: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

End time: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_