**Hotel Cleaning Checklist**

## **Daily Tasks**

#### **Guest Rooms**

* Make beds with fresh linens.
* Dust and wipe down furniture and surfaces.
* Vacuum or sweep floors and carpets.
* Sanitize light switches, remotes, and other high-touch surfaces.
* Replenish toiletries, towels, and other amenities.

#### **Bathrooms**

* Clean and disinfect sinks, countertops, showers, and bathtubs.
* Scrub and sanitize toilets.
* Replenish toilet paper and soap.
* Mop floors and polish mirrors.

#### **Lobby and Common Areas**

* Dust furniture, decorations, and fixtures.
* Vacuum carpets and mop hard floors.
* Clean and disinfect high-touch areas like elevator buttons and handrails.

## **Weekly Tasks**

* Deep clean upholstered furniture and carpets.
* Wipe down walls, baseboards, and doors.
* Polish glass surfaces, mirrors, and fixtures.
* Clean out refrigerators and minibars in guest rooms.

## **Monthly Tasks**

* Deep clean curtains, blinds, and drapes.
* Shampoo carpets and rugs.
* Inspect mattresses and rotate or replace as needed.
* Clean HVAC filters and systems.
* Perform pest control checks and address issues.