

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.

