



HOTEL GUEST ROOM CLEANING CHECKLIST

Guest Room Checklist

Item	Yes	No	Item	Yes	No			
Door lock works properly			<input type="checkbox"/> Mattress firm <input type="checkbox"/> turned regularly					
Door opens easily & quietly			Bedspreads free of rips & stains					
Light switches work properly			Upholstery clean & in good condition					
Windows open & close properly			Furniture scratched or stained					
Window glass clean			Walls clean & free of cobwebs					
Window glass free of cracks			Walls scratched or nicked					
Drapes straight & working properly			Luggage racks in good condition					
Controls for air conditioning/heat work properly			Pictures and mirrors straight					
Air conditioning filters clean			Furniture drawers slide easily					
Lamps work			Telephone working					
Wall lights work			Clean ashtrays & matches					
Lamp shades clean & straight			Mattress pads clean & free of stains					
Beds correctly made			Light bulbs with proper wattage					
Bedspreads straight			Minimum of 6 hangers (3 suit, 3 dress)					
Fluffed/Even pillows			Drapes partially closed					
Rate cards posted								
Item	Yes	No	Item	Yes	No	Item	Yes	No
Desk tops			Mirrors			Lamps & shades		
Dresser Tops			Rim of baseboard			Light bulbs		
Table Tops			All drawers			Window cornice		
Headboards			Closet shelves			Window frame		
Chairs			Closet rods			Corners		
Picture Frames			Telephone			Window sills		

Bathroom Checklist

Item	Yes	No	Item	Yes	No	Item	Yes	No
Clean toilet seat (both sides)			Shower curtain clean			Faucets leaking		
Underside of lavatory clean			Pop up stopper clean			Broken Tile		
Shower rod in good condition			Water spots on tile			Toilet seat firm		
Commode clean under rim			Tub grouting missing			Fixtures firm		
Commode flushes properly			Tub grouting clean			Chrome sparkling		
Bathroom free of odours			Supply of towels					

House Keeping Guide For Hotels

Emilie Sanchez



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