

Guest Room Cleanliness Checklist

Room Details

Room Number	Date
Inspected By	Housekeeper

Checklist

Item	Yes	No	Remarks
Beds made neatly, linens clean			
Floor vacuumed/mopped			
Dust removed from surfaces			
Trash emptied			
Bathroom cleaned & sanitized			
Amenities replenished (toiletries, towels, etc.)			
Mirrors & glass cleaned			
Lights & switches checked			
Closet & drawers empty			
Windows & curtains checked			
HVAC/AC functioning			
TV/Remote/Phone working			

Comments/Notes

Signature

Housekeeper	Inspector
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