Daily Room Cleaning Checklist

Task	**Comments**
☐ Empty trash bins	
☐ Dust surfaces	
☐ Wipe and disinfect high-touch areas	
☐ Vacuum or sweep floors	
☐ Mop hard floors (if applicable)	
☐ Change bed linens and make bed	
☐ Replace towels (if applicable)	
☐ Clean mirrors and glass surfaces	
☐ Replenish room supplies (e.g. toiletries, water)	
☐ Report any damages or maintenance issues	

Notes:

Staff Signature: _____   Date: _____