

Daily Guest Room Housekeeping Checklist

Room Number	Date
Housekeeper	Supervisor

Checklist

No.	Task	Done	Remarks
1	Make the bed/change linens		
2	Replace towels and toiletries		
3	Dust furniture and surfaces		
4	Vacuum/mop floors and carpets		
5	Empty trash bins		
6	Clean bathroom (toilet, sink, shower)		
7	Clean mirrors and glass surfaces		
8	Replenish minibar/coffee supplies		
9	Check for maintenance issues		
10	Ensure overall room tidiness		

Housekeeper Signature

Supervisor Signature