

# Hotel Room Cleaning Standards Checklist

## General Areas

- Dust all surfaces (tables, shelves, lamps, etc.)
- Vacuum carpets and rugs
- Mop and/or sweep hard floors
- Empty trash bins and replace liners
- Check for and remove visible stains/spots
- Wipe doors, doorknobs, and light switches
- Check windows and clean glass if required
- Arrange furniture and amenities neatly

## Bedroom

- Change bed linens and make the bed
- Check under bed and behind furniture
- Replace amenity items (water bottles, notepads, pens, etc.)
- Clean mirrors and TV screen
- Set alarm clock and remote in place

## Bathroom

- Clean and disinfect sink, shower, and bathtub
- Wipe down countertops and fixtures
- Clean and disinfect toilet (seat, bowl, flush handle)
- Replace towels and toiletries
- Refill toilet paper and tissue holders
- Clean mirrors and glass surfaces
- Empty bathroom trash
- Check and clean ventilation grilles

## Minibar & Closet

- Restock minibar items as per inventory
- Check and clean minibar/fridge interior
- Ensure closet is tidy, with hangers and laundry bags available
- Check for guest belongings left behind

Room Number	Date	Inspected By	Remarks

Housekeeper: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_