

Housekeeper Shift Task Checklist

Room Turnover

Room Details

Room Number: _____

Date: _____ Shift: _____

Housekeeper Name: _____

Checklist

- Remove used linens and towels
- Make bed with clean linens
- Dust all surfaces
- Vacuum and/or mop floor
- Empty trash bins and replace liners
- Clean mirrors and glass
- Restock amenities (soap, shampoo, etc.)
- Sanitize bathroom fixtures
- Check minibar and restock (if applicable)
- Set room temperature (if applicable)
- Final inspection before completion

Other / Special Instructions

Notes:

Write any observations, room damages, or missing items here.

Housekeeper Signature

Date

Supervisor Signature

Date