

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
