

Turnover Cleaning Checklist

Date: _____
Room #: _____

Bedroom Area

- Change bed linens and pillowcases
- Make the bed neatly
- Dust and wipe all surfaces
- Clean mirrors and windows
- Vacuum floor and under furniture
- Remove trash and replace liners
- Replace amenities (notepads, pens, etc.)

Bathroom

- Clean and disinfect sink and countertop
- Clean and disinfect toilet
- Clean bathtub/shower area
- Replace towels, bath mat, and washcloths
- Replace toiletries and supplies
- Empty trash and replace liners
- Wipe mirrors and fixtures
- Mop bathroom floor

General

- Set thermostats as per policy
- Check lights, TV, and remote controls
- Check and replace in-room coffee/tea supplies
- Ensure all furniture is in place and clean
- Report any damages or maintenance issues
- Final visual inspection for overall cleanliness

Notes / Special Instructions:

Housekeeper Signature:

Supervisor Signature: