

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:
