

Daily Cleaning Checklist

Resort Guest Rooms

Bedroom

- ☐ Make the bed with fresh linens
- ☐ Replace pillowcases and arrange pillows
- ☐ Dust all surfaces and furniture
- ☐ Vacuum or sweep and mop the floor
- ☐ Empty trash bins
- ☐ Clean mirrors and windows
- ☐ Sanitize frequently touched surfaces (door handles, switches)

Bathroom

- ☐ Clean and disinfect toilet, sink, shower, and tub
- ☐ Replace towels and bathmats
- ☐ Restock toiletries and toilet paper
- ☐ Clean mirrors and faucets
- ☐ Empty trash bins
- ☐ Sweep and mop floor

General

- ☐ Check and report any maintenance issues
- ☐ Ensure minibar/fridge is stocked (if applicable)
- ☐ Arrange furniture and décor neatly
- ☐ Check that amenities are replenished
- ☐ Final inspection before guest arrival