

Daily Room Cleaning Checklist

| Task | Notes |
|---|-------|
| <input type="checkbox"/> General | |
| <input type="checkbox"/> Open windows/ventilate room | |
| <input type="checkbox"/> Remove trash and replace liners | |
| <input type="checkbox"/> Dust all surfaces (tables, shelves, lamps) | |
| <input type="checkbox"/> Vacuum/mop floor and carpets | |
| <input type="checkbox"/> Check room for lost property | |
| <input type="checkbox"/> Beds | |
| <input type="checkbox"/> Strip used bed linens; replace with clean | |
| <input type="checkbox"/> Arrange pillows and bedding neatly | |
| <input type="checkbox"/> Bath & Toiletries | |
| <input type="checkbox"/> Clean toilet, sink, shower, and mirror | |
| <input type="checkbox"/> Replace used towels and bath mats | |
| <input type="checkbox"/> Replenish toiletries (soap, shampoo, tissue) | |
| <input type="checkbox"/> Sweep and mop bathroom floor | |
| <input type="checkbox"/> Final Touches | |
| <input type="checkbox"/> Reset amenities & room supplies | |
| <input type="checkbox"/> Check minibar & refill if needed | |
| <input type="checkbox"/> Close windows, check AC/heat | |
| <input type="checkbox"/> Inspect room for readiness before exit | |

Room Number: _____

Date: _____ Staff: _____

Remarks:
