

# 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:

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