

HOTEL HOUSEKEEPING CHECKLIST

Important daily cleaning areas for housekeeping personnel



LOBBY/PUBLIC SPACES

- Empty trash & replace liners
- Recycle all designated trash
- Clean lobby entrance glass
- Sanitize drinking fountains
- Remove all debris from elevator tracks
- High & low dusting
- Spot clean walls
- Dust all horizontal surfaces & tables
- Clean along baseboards
- Dust light fixtures & bulbs
- Spot clean interior windows & window sills
- Dust window coverings
- Arrange lobby furniture in orderly appearance
- Vacuum all carpeted areas & area rugs
- Sweep & mop all hard floor surfaces
- Sanitize keyboard & mouse in business center
- Clean glass doors & handles for finger prints

GUEST ROOMS/CHECKOUT

- Remove all linens to a collection point
- Replace linens with clean linens & make bed(s)
- Dust all horizontal & vertical surfaces
- Spot clean inside of all windows
- Clean & dust all lamps and light fixtures
- Clean inside & outside of all desks & nightstands
- Dust high & low to include corners & air vents
- Clean inside of all drawers
- Spot clean walls and high touchpoints
- Empty trash receptacles & sanitize
- Clean & sanitize TV remote
- Clean mini-refrigerator & microwave
- Clean & disinfect telephone
- Clean coffee pot and machine
- Clean doors & door handles
- Detail vacuum all carpeted areas
- Spot clean carpet if needed

LAUNDRY

- Collection of soiled linen
- Transport soiled linen
- Sort & wash soiled linen
- Finish & fold all linen
- Storing newly processed linen
- Clean linen distribution areas
- Clean all dryer "lint-traps"

GUEST RESTROOMS

- Remove & replace all towels
- Restock tissue, soap, shampoo & toilet paper
- Clean and sanitize toilets
- Remove trash & sanitize receptacle
- Polish all chrome, brass & stainless steel fixtures
- Clean & disinfect hard surface floors
- Clean shower/bathtub with approved cleaner
- Replace all toiletries & amenities

ENTRYWAY

- Clean doors
- Spray & wipe windows
- Dust horizontal surfaces

SECURITY

- Clip boards/pens
- Computer equipment
- Clean counters

SHIPPING AREA

- Door(s) & floors
- Computer equipment
- Postage machine/mail bins

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