**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12304&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Housekeeping+Checklist-word-12304&lpa=Hotel+Housekeeping+Checklist+word+12304)Hotel Housekeeping Checklist Template**

Hotel Name

**Your Logo Here**

|  |  |
| --- | --- |
| Date Completed | Created By |
| **MM/DD/YY** | **Housekeeper Name** |
| Supervisor Signature | |
| **Name** | |
| Additional Notes |  |
| **Name** | |

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| --- | --- | --- | --- | --- |
| Items | Tasks | Date | Status | Notes |
| Guest Room Cleaning | Replace used bed linens with fresh sheets. | MM/DD/YY | Ready to Start |  |
| Make the bed according to hotel standards. | MM/DD/YY | On Hold |  |
| Dust all surfaces, including furniture and décor. | MM/DD/YY | In Progress |  |
| Empty trash bins and replace liners. | MM/DD/YY | Complete |  |
| Clean and disinfect high-touch surfaces | MM/DD/YY |  |  |
| Vacuum carpets and mop hard floors. | MM/DD/YY |  |  |
| Replenish room supplies (e.g., toiletries, coffee, tea, water bottles). | MM/DD/YY |  |  |
| Clean mirrors and windows. | MM/DD/YY |  |  |
| Check for and remove stains on walls or furniture. | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Bathroom Cleaning | Replace used towels and bath mats with clean ones. | MM/DD/YY |  |  |
| Replenish bathroom amenities (e.g., soap, shampoo, toilet paper). | MM/DD/YY |  |  |
| Clean and disinfect toilet, sink, shower, and bathtub. | MM/DD/YY |  |  |
| Wipe down mirrors and glass surfaces. | MM/DD/YY |  |  |
| Empty bathroom trash and replace liners. | MM/DD/YY |  |  |
| Mop bathroom floors and check for cleanliness. | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |

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| Items | Tasks | Date | Status | Notes |
| Check-Out Room Cleaning | Strip the bed and replace all linens and pillowcases. | MM/DD/YY |  |  |
| Sanitize mattresses and bed frames. | MM/DD/YY |  |  |
| Check under the bed and in drawers for items that have been left behind. | MM/DD/YY |  |  |
| Deep clean carpets or floors. | MM/DD/YY |  |  |
| Clean air conditioning vents and filters. | MM/DD/YY |  |  |
| Restock all amenities and supplies. | MM/DD/YY |  |  |
| Ensure all electronics (TV, lamps, etc.) are functioning. | MM/DD/YY |  |  |
| Inspect the room for any damage or maintenance needs. | MM/DD/YY |  |  |
| Common Areas Cleaning | **Lobby and Reception** | MM/DD/YY |  |  |
| Dust and sanitize reception desk and furniture. | MM/DD/YY |  |  |
| Vacuum or mop floors as needed. | MM/DD/YY |  |  |
| Clean glass doors and windows. | MM/DD/YY |  |  |
| Empty trash bins and replace liners. | MM/DD/YY |  |  |
| **Hallways and Elevators** | MM/DD/YY |  |  |
| Vacuum carpets or sweep and mop floors. | MM/DD/YY |  |  |
| Wipe down walls and high-touch areas (e.g., elevator buttons, handrails). | MM/DD/YY |  |  |
| Empty trash bins and replace liners. | MM/DD/YY |  |  |
| **Dining Areas** | MM/DD/YY |  |  |
| Sanitize tables, chairs, and countertops. | MM/DD/YY |  |  |
| Sweep and mop floors after every meal service. | MM/DD/YY |  |  |
| Restock napkins, condiments, and utensils. | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Items | Tasks | Date | Status | Notes |
| Weekly Deep Cleaning | Wash and sanitize curtains or drapes. | MM/DD/YY |  |  |
| Polish furniture and fixtures. | MM/DD/YY |  |  |
| Clean behind and underneath furniture. | MM/DD/YY |  |  |
| Deep clean carpets using a carpet cleaner or steamer. | MM/DD/YY |  |  |
| Descale and sanitize bathroom fixtures. | MM/DD/YY |  |  |
| Inspect and clean HVAC units and filters. | MM/DD/YY |  |  |
| Wash windows and glass surfaces inside and out. | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Monthly Maintenance | Shampoo carpets in high-traffic areas. | MM/DD/YY |  |  |
| Inspect and repair furniture, appliances, and fixtures. | MM/DD/YY |  |  |
| Conduct pest control inspections. | MM/DD/YY |  |  |
| Restock long-term supplies (e.g., light bulbs, batteries). | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
| Other | MM/DD/YY |  |  |
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