

ENSURE SPOTLESS ROOMS AND EFFICIENT CLEANING

HOTEL ROOM CLEANING CHECKLIST

► GENERAL ROOM CLEANING

- ☐ Knock on the door and identify yourself.
- ☐ If guests are present, ask if they need clean towels or amenities.
- ☐ Open windows to air out the room (if possible).
- ☐ Check the thermostat, air conditioner, and lights for proper function.
- ☐ Replace any burnt-out or flickering bulbs.
- ☐ Test drapes for easy sliding and check for damage.
- ☐ Look for dust or cobwebs on walls and ceilings.
- ☐ Dust all appliances, furniture, and fixtures.
- ☐ Clean and sanitize the coffee maker.
- ☐ Remove any room service dishes and leftover items.
- ☐ Clean microwave interior.
- ☐ Clean mirrors and glass surfaces.
- ☐ Sanitize the phone, remote, and other electronics.
- ☐ Ensure closet has hangers and luggage racks.
- ☐ Empty trash cans and replace liners.
- ☐ Vacuum carpets, rugs, and floors.
- ☐ Deodorize the room with air freshener.

► BEDROOM CLEANING

- ☐ Strip the bed of used linens and pillowcases.
 - ☐ Lay down a fresh fitted sheet.
 - ☐ Lay a fresh flat sheet, tucking the corners neatly.
 - ☐ Place clean pillowcases (ensure open ends face the bed edges).
 - ☐ Cover bed with a clean duvet, smoothing out wrinkles.
 - ☐ Check under the bed for any misplaced items.
-

► BATHROOM CLEANING

- ☐ Replace used towels with fresh ones.
- ☐ Check for leaks from bathroom fixtures.
- ☐ Clean and sanitize the shower or bathtub.
- ☐ Scrub and disinfect the toilet bowl, seat, lid, and handle.
- ☐ Clean mirrors and vanity area.
- ☐ Sanitize sink and counter.
- ☐ Scrub and disinfect tiles and grout.
- ☐ Sweep and mop the bathroom floor.
- ☐ Remove stray hairs from surfaces.
- ☐ Empty trash bins and replace liners.
- ☐ Deodorize the bathroom with air freshener.

► REPLACING AMENITIES

- ☐ Replace used hand towels (3 rolled towels).
- ☐ Refill shampoo, conditioner, and soap dispensers.
- ☐ Provide fresh coffee cups and filters.
- ☐ Restock tea bags, sugar, and creamer.
- ☐ Refill ice buckets and add new liners.
- ☐ Replace drinking glasses and cups.
- ☐ Restock stationery (pen and paper).
- ☐ Provide toiletries such as lotions, soaps, and tissues.
- ☐ Ensure enough toilet paper and clean towels.
- ☐ Provide dry cleaning bags if available.

► VACATION RENTAL CLEANING (BETWEEN CHECK-INS)

- ☐ Remove any leftover items from previous guests.
- ☐ Change the sheets, blankets, and pillowcases.
- ☐ Make the bed neatly.
- ☐ Vacuum or mop all floors.
- ☐ Clean and sanitize the bathroom.
- ☐ Dust all surfaces in the room.
- ☐ Clean appliances (refrigerator, oven, microwave).
- ☐ Restock essential vacation rental supplies and amenities.
- ☐ Empty trash receptacles and replace liners.
- ☐ Wipe down all tabletops and counters.
- ☐ Inspect hidden areas (under the bed, behind furniture) for cleanliness.

NOTES:

Employee Signature

Supervisor Signature

*This cleaning checklist is provided as a general guide for maintaining cleanliness and hygiene. Zogics assumes no responsibility or liability for any damages, injuries, or misuse of products resulting from the use of this checklist. It is the responsibility of the user to follow all manufacturer instructions, safety guidelines, and industry best practices when using cleaning products and equipment. Always test products on a small, inconspicuous area before full application.