

# CLEANING TRAINING CHECKLIST

## HOTELS & HOSPITALITY

**HOW TO USE:** Fill in the "Products & Dilution" and "Frequency" columns with your property's specific products and schedules. Use Pass/Fail criteria to train staff on quality standards. Staff should initial each area when complete.

Facility Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_ Shift: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Cleaning Area	Task Steps & PPE	Products & Dilution (Fill In)	Frequency (Fill In)	Pass/Fail Criteria	Initial
Guest Rooms	1. Strip & remake bed with fresh linens 2. Dust all surfaces 3. Disinfect high-touch points (remotes, switches, phone) 4. Clean & restock bathroom 5. Vacuum carpet/mop floors 6. Restock amenities <b>PPE:</b> Gloves	All-purpose cleaner: _____ Disinfecting wipes: _____ Glass cleaner: _____ Vacuum/mop: _____	<input type="radio"/> Between every guest checkout <input type="radio"/> Stay-over: Daily or per request <input type="radio"/> Other: _____	<b>PASS:</b> Bed hospital-corner crisp, no dust, all touchpoints disinfected, bathroom spotless, amenities full, no hair/debris  <b>FAIL:</b> Wrinkled sheets, dusty surfaces, missed touchpoints, low amenities	
Bathrooms (Guest Rooms)	1. Spray & scrub toilet/tub/shower 2. Polish sink & fixtures 3. Clean mirrors (streak-free) 4. Mop floor 5. Replace towels & bath mat 6. Restock toiletries & paper <b>PPE:</b> Gloves, safety glasses	Toilet bowl cleaner: _____ Tile/tub cleaner: _____ Glass cleaner: _____ Disinfectant: _____ Floor cleaner: _____	<input type="radio"/> Every checkout <input type="radio"/> Stay-over: Daily <input type="radio"/> Other: _____	<b>PASS:</b> No soap scum, fixtures shiny, mirrors streak-free, floors dry, towels folded per standard, toiletries >75%  <b>FAIL:</b> Soap residue, water spots, streaky mirrors, hair in drain	
Lobby & Common Areas	1. Dust furniture & decor 2. Wipe down seating 3. Clean glass doors & windows 4. Vacuum/mop floors 5. Empty trash 6. Straighten magazines/brochures <b>PPE:</b> Gloves	Furniture polish: _____ All-purpose cleaner: _____ Glass cleaner: _____ Vacuum/mop: _____	<input type="radio"/> 3x/day minimum (AM, midday, PM) <input type="radio"/> High-traffic: Hourly touch-ups <input type="radio"/> Other: _____	<b>PASS:</b> Furniture dust-free, seating clean, glass streak-free, floors spotless, trash <3/4 full, area inviting  <b>FAIL:</b> Dusty surfaces, dirty seating, streaky glass, debris on floors	
Public Restrooms	1. Disinfect toilets/urinals (observe dwell time) 2. Scrub sinks & polish fixtures 3. Clean mirrors 4. Mop floors with disinfectant 5. Restock paper & soap 6. Empty trash & sanitize bins <b>PPE:</b> Gloves, safety glasses	Toilet disinfectant: _____ All-purpose cleaner: _____ Glass cleaner: _____ Floor disinfectant: _____ Odor control: _____	<input type="radio"/> Every 2 hours during operating hours <input type="radio"/> Deep clean 2x/day (AM/PM) <input type="radio"/> Other: _____	<b>PASS:</b> No odor, fixtures shiny, mirrors clear, floors dry, soap >80%, paper stocked, trash emptied  <b>FAIL:</b> Odor present, water spots, empty dispensers, overflowing trash	

# CLEANING TRAINING CHECKLIST **HOTELS & HOSPITALITY** (CONT.)

Cleaning Area	Task Steps & PPE	Products & Dilution <i>(Fill In)</i>	Frequency <i>(Fill In)</i>	Pass/Fail Criteria	Initial
<b>Fitness Center &amp; Pool Area</b>	1. Wipe down equipment 2. Disinfect locker room benches 3. Clean pool deck & furniture 4. Mop wet areas 5. Restock towels 6. Empty trash <b>PPE:</b> Gloves, non-slip shoes	Equipment wipes: _____ Disinfectant: _____ Outdoor furniture cleaner: _____ Floor cleaner: _____	<input type="radio"/> Equipment: Every 2 hours <input type="radio"/> Locker rooms: 3x/day <input type="radio"/> Pool deck: 2x/day & as needed <input type="radio"/> Other: _____	<b>PASS:</b> Equipment clean, benches disinfected, deck free of debris, wet areas mopped, towels >75% stocked  <b>FAIL:</b> Dirty equipment, debris on deck, low towel supply, standing water	
<b>Dining Areas &amp; Breakfast Service</b>	1. Wipe tables & chairs between guests 2. Clean buffet surfaces & sneeze guards 3. Restock coffee, utensils, condiments 4. Sweep/mop floors 5. Empty bus tubs & trash <b>PPE:</b> Gloves, apron	Food-safe sanitizer: _____ Glass cleaner: _____ All-purpose cleaner: _____ Floor cleaner: _____	<input type="radio"/> Between seatings <input type="radio"/> Full clean after breakfast service <input type="radio"/> Spot clean throughout <input type="radio"/> Other: _____	<b>PASS:</b> Tables sanitized & dry, buffet clean, supplies >75%, floors clean, no food debris  <b>FAIL:</b> Sticky tables, empty supplies, food on floor, dirty buffet	

## Supervisor Review

Rooms Inspected: \_\_\_\_\_ Rooms Passed: \_\_\_\_\_ Rooms Requiring Rework: \_\_\_\_\_

Areas Requiring Rework:

Coaching Notes:

Supervisor Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_