



Housekeeping checklist

For home visits, hotel rooms and household staff

Client or site

Date

Cleaner

Housekeeping checklist for a home

43 tasks

Kitchen

- ☐ Wipe counters and backsplash
- ☐ Clean sink and faucet
- ☐ Wipe appliance fronts and handles
- ☐ Clean microwave inside and out
- ☐ Wipe stovetop and knobs
- ☐ Wipe table and chairs
- ☐ Empty trash and replace the liner
- ☐ Sweep and mop the floor

Living areas

- ☐ Dust reachable surfaces
- ☐ Tidy and straighten
- ☐ Straighten cushions and throws
- ☐ Wipe light switches and handles
- ☐ Wipe mirrors and glass surfaces
- ☐ Empty trash
- ☐ Vacuum carpets and rugs
- ☐ Vacuum and mop hard floors

Laundry

- ☐ Wipe washer and dryer tops and fronts
- ☐ Clean the dryer lint trap
- ☐ Wipe the counter and laundry sink
- ☐ Sweep and mop the floor

Bathrooms

- ☐ Clean toilet inside and out
- ☐ Scrub shower and tub
- ☐ Clean sinks and mirrors
- ☐ Wipe counters and faucets
- ☐ Restock towels if left out
- ☐ Empty trash
- ☐ Clean the floor, including behind the toilet

Bedrooms

- ☐ Dust reachable surfaces
- ☐ Make beds
- ☐ Tidy and straighten
- ☐ Wipe light switches and handles
- ☐ Clean mirrors
- ☐ Empty trash
- ☐ Vacuum the floor, under the bed where reachable

Entry and hallways

- ☐ Wipe front door, handle and light switches
- ☐ Dust surfaces and stair rails
- ☐ Shake out or vacuum the entry mat
- ☐ Vacuum and mop floors and stairs

Whole home

- ☐ Walk through every room for missed spots
- ☐ Take trash and recycling out
- ☐ Take a photo of each finished room
- ☐ Turn off lights and fans
- ☐ Lock up and set the alarm



Hotel room turnover checklist

34 tasks

Enter and prepare

- ☐ Knock, announce "Housekeeping" and wait before entering
- ☐ Park the cart across the open doorway
- ☐ Open the curtains and turn on every light
- ☐ Note anything broken, stained or missing before you start

Make the beds

- ☐ Make each bed with fresh linens, corners tight
- ☐ Arrange pillows and the bed cover to the hotel standard

Dust and wipe

- ☐ Dust top to bottom: headboard, lamps, shelves, desk and nightstands
- ☐ Wipe the remote, phone, light switches, handles and thermostat
- ☐ Clean mirrors, glass and the TV screen
- ☐ Wipe the coffee maker, mini fridge and microwave if the room has them

Restock the room

- ☐ Restock coffee, cups and water to the room's list
- ☐ Replace notepads, pens and laundry bags
- ☐ Check hangers and the iron and ironing board

Strip and clear

- ☐ Strip the beds and bag the used linens
- ☐ Collect used towels and bath mats
- ☐ Remove trays, dishes and glasses
- ☐ Empty all trash and recycling and replace the liners
- ☐ Apply bathroom cleaner so it can sit while you work

Check for left items

- ☐ Check under the beds and behind the furniture
- ☐ Check drawers, the closet, the safe and the bathroom hooks
- ☐ Log and hand in anything left behind, as hotel policy says

Bathroom

- ☐ Scrub the tub or shower, walls and fixtures
- ☐ Clean the toilet inside and out, including the base
- ☐ Clean the sink, counter and mirror
- ☐ Polish the faucets and chrome
- ☐ Hang fresh towels and a fresh bath mat
- ☐ Restock toilet paper, tissues and bath amenities
- ☐ Mop the floor, including behind the toilet

Floors and final check

- ☐ Vacuum the carpet, edges and under the furniture you can reach
- ☐ Test lights, TV, heating and air, and the phone
- ☐ Set the curtains and thermostat to the hotel standard
- ☐ Look over the room from the doorway one last time
- ☐ Report repairs, damage or missing items to the supervisor
- ☐ Lock the door and update the room status

**Daily housekeeper checklist**

19 tasks

Kitchen reset

- ☐ Unload the dishwasher and put dishes away
- ☐ Wipe counters, stovetop and the sink
- ☐ Load and run the dishwasher after meals
- ☐ Empty the kitchen trash
- ☐ Sweep the kitchen floor

Living areas

- ☐ Tidy and straighten cushions and throws
- ☐ Dust the surfaces people use most
- ☐ Vacuum the high-traffic areas

Bedrooms and bathrooms

- ☐ Make the beds
- ☐ Pick up and put away clothes and items
- ☐ Quick wipe of bathroom sinks, mirrors and toilets
- ☐ Replace used towels

Laundry and linens

- ☐ Wash, dry, fold and put away the day's laundry
- ☐ Change bed linens on the agreed day
- ☐ Set aside items for dry cleaning or repair

Running the house

- ☐ Check supplies and add to the shopping list
- ☐ Run errands only if they are part of the agreed duties
- ☐ Note anything that needs a repair and tell the family
- ☐ Take the trash and recycling out