

Hotel Housekeeping Checklist

A room attendant's housekeeping checklist for cleaning a hotel, guesthouse or B&B room from check-out to guest-ready.

Cart and Entry

- ☐ Stock the cart with linen, towels, amenities and cleaning supplies
- ☐ Knock, announce "Housekeeping" and wait before entering
- ☐ Prop the door open and park the cart across the doorway
- ☐ Open curtains and windows, and switch on all lights to check bulbs

Strip and Clear

- ☐ Check the room for guest property before removing anything
Look under the bed, in drawers, the safe, the wardrobe and behind the bathroom door.
- ☐ Strip the bed and check the mattress protector for stains
- ☐ Remove used towels, bath mat and robes
- ☐ Empty all bins and replace liners
- ☐ Remove used cups and glasses for washing or replacement

Bathroom

- ☐ Apply cleaner to the toilet, shower, bath and sink and leave it to work
- ☐ Clean the shower, glass screen, tiles and tub
- ☐ Clean the toilet inside and out, including the base and behind the seat
- ☐ Clean the sink, counter, taps and mirror
- ☐ Wipe down and polish the chrome fittings
- ☐ Check for hair in the drain, shower and floor corners
Hair is the most common complaint in guest reviews of bathroom cleanliness.
- ☐ Mop the floor and hang fresh towels and bath mat

Bed Making

- ☐ Fit a fresh bottom sheet or check the mattress protector is clean
- ☐ Put on the top sheet or duvet with fresh cover, smooth and square
- ☐ Put fresh cases on all pillows and arrange them to the property standard
- ☐ Place the bed runner or throw, if used

Dust and Surfaces

- ☐ Dust from high to low: lights, frames, headboard, shelves
- ☐ Wipe the desk, bedside tables and wardrobe shelves
- ☐ Disinfect high-touch items: remote, phone, light switches, door handles
- ☐ Clean the mirror and any glass surfaces
- ☐ Check that the TV, lamps, kettle, safe and air conditioning work

Restock Amenities

- ☐ Replace toiletries, toilet paper and tissues
- ☐ Restock tea, coffee, sugar, cups and water
- ☐ Refill the minibar and record what was used, if applicable
- ☐ Replace the notepad, pen and guest information
- ☐ Check hangers, the iron and the hairdryer are in place

Floors and Final Inspection

- ☐ Vacuum from the far corner, backing out toward the door
- ☐ Look at the room from the doorway as a guest would
- ☐ Set curtains, lights and air conditioning to the property standard
- ☐ Log lost property with room number, date and description
- ☐ Report maintenance faults such as bulbs, leaks or broken fittings
- ☐ Lock the door and mark the room clean in the system