Hotel Room Cleaning Checklist for Happy Guests
Preparation:
[ ] Gather all necessary cleaning supplies and equipment, including cleaning agents, microfiber cloths, mops, vacuum cleaners, and trash bags.
[ ] Ensure that fresh linens and towels are available for replacement.

General Cleaning:
[ ] Open windows or doors to allow fresh air circulation.
[ ] Turn off and unplug all electronic devices before cleaning.
[ ] Empty and replace trash bags, and dispose of trash properly.
[ ] Dust all surfaces, including furniture, fixtures, and decorative items.
[ ] Wipe down and disinfect frequently touched surfaces, such as light switches, doorknobs, remote controls, and electronic devices.
[ ] Clean and disinfect the phone, intercom, and any other communication devices.
[ ] Inspect for and remove any lost and found items, storing them in the designated area.

Bathroom:
[ ] Clean and disinfect sinks, faucets, and countertops.
[ ] Scrub and sanitize toilets, including the seat, lid, and base.
[ ] Clean and disinfect showers and bathtubs, including tiles and grout.
[ ] Wipe down and disinfect showerheads and faucets.
[ ] Clean and shine mirrors and glass surfaces.
[ ] Replace used towels and mats with fresh ones.
[ ] Restock toiletries, toilet paper, tissues, and amenities as needed.

Bedroom:
[ ] Change and make the beds with fresh linens.
[ ] Vacuum and mop all floors and carpets.
[ ] Dust and clean all furniture, including nightstands and desk surfaces.
[ ] Wipe down and disinfect frequently touched surfaces, such as light switches, remote controls, and telephones.
[ ] Inspect for any damages or maintenance issues and report them to the appropriate department.

Electronics and Appliances:
[ ] Dust and wipe down TV screens and remotes.
[ ] Clean and disinfect minibars and coffee makers.
Final Checks:

[ ] Ensure all cleaning supplies and equipment are properly stored and restocked.
[ ] Double-check that all surfaces are dust-free, sanitized, and sparkling clean.
[ ] Check that all amenities and supplies are properly replenished.
[ ] Inspect for any missed spots or areas that need further attention.