

# 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.