HOTEL CLEANING CHECKLIST: pg 1



ADMINISTRATIVE ARE	AS	
Door Handles Light Switches	Desks Chairs	Electronics (computers, phones, etc.) Trash & Recycling Receptacles
BUSINESS CETNER & C	ONFERENCE ROOM	
Door Handles Light Switches	Desktops & Tabletops Chairs	Electronics Trash & Recycling Receptacles
COMMON AREAS		
Door Handles Light Switches Tables	Chairs Handrails Sinks & Faucets	Vending MachinesGym EquipmentTrash & Recycling Receptacles
GUEST ROOMS		
Door Handles Light Switches Alarm Clock Toilet (handle, seat, etc.) Handrails	TV Remote Telephone Refrigerator & Microwave Thermostat Faucet & Shower Handle	Dispensers (soap, toilet paper, etc.) Resource Material (menus, Bible, pens, etc.) Trash & Recycling Receptacles Furniture & Handles (soap, toilet paper, etc.)
LOBBY & ENTRYWAYS		
Door Handles Light Switches Elevator Buttons	Chairs Desks & Countertops Coffee Pots	Dispenser (hand sanitizer) Electronics (computer, phone, etc.) Trash & Recycling Receptacles

HOTEL CLEANING CHECKLIST: pg 2



PUBLIC RESTROOMS			
Door Handles Light Switches Faucet	Paper Towel Holders Changing Stations Stall & Stall Handle	Dispensers (soap, toilet paper, etc.) Toilet & Urinals (handle, seat, etc.) Trash & Recycling Receptacles	
BAR, RESTAURANT, & BUFFETS			
Door Handles Light Switches Utensils Table Tops Chairs & Boths Cabinet Handles Coffee Pots	Bars & Bar Areas Food Contact Surfaces Handrails Telephone Buffet & Sneeze Guards Menus Payment Terminals	Sinks & Fixtures Dispensers (soap, sanitizer, paper towels) Trash & Recycling Receptacles Cleaning Equipment Buckets & Bucket Handles Dispensers (napkins, utensils, condiments, etc.) Serving Trays	
OUTDOOR AREAS			
Tables	Chairs	Trash & Recycling Receptacles	