Hotel and hospitality cleaning: what we clean

Bring this list when you walk the property with us and mark each area to include.

Property _____ **Address** _____

Walked by _____ **Date** _____

Lobby and reception

- ☐ Reception counter surfaces
- ☐ Lobby glass and entrance floor
- ☐ Luggage scuffs and stray coffee cups after morning departures
- ☐ Lounge reset for the evening
- ☐ Public restrooms off the lobby

Guest corridors and shared rooms

- ☐ Guest corridors each visit
- ☐ Shared restrooms
- ☐ Interior glass
- ☐ Corridor carpet on a periodic extraction cycle
- ☐ Hard floors on a periodic care plan

Guestroom turnover

- ☐ Guest bathroom cleaned between stays
- ☐ Room surfaces cleaned and the room reset
- ☐ Floors finished before the next arrival
- ☐ Turnover timed against your arrival list

Fitness and meeting rooms

- ☐ Fitness equipment cleaned surface by surface
- ☐ Fitness room floor cleared of grit
- ☐ Meeting tables and chairs reset after a conference or dinner
- ☐ Meeting room floors
- ☐ Meeting room carpet added to the extraction cycle

Back of house

- ☐ Staff breakrooms
- ☐ Administrative offices
- ☐ Employee restrooms

Planning the visits

- [ ] Room count, check-in times and event dates shared
- [ ] Typical occupancy pattern, busy weekends and midweek lulls
- [ ] Porter hours for the lobby, entrance and public restrooms
- [ ] Night porter reset once guests turn in
- [ ] Quiet midweek days held for floor work
- [ ] On-site kitchen through restaurant and kitchen cleaning
- [ ] Banquets and receptions through event cleaning

Notes