

# HOTEL ROOM DEEP CLEANING CHECKLIST

(Check each day)

## General Cleaning

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Remove all items from surfaces and wipe thoroughly.							
Dust ceiling fans, light fixtures, vents, and corners.							
Wipe down walls, baseboards, and switch plates.							
Sanitize door handles, drawer pulls, and light switches.							
Clean window sills, tracks, blinds, and curtains.							
Vacuum and steam-clean carpets; mop hard floors.							
Move and clean under furniture (e.g., beds, dressers, couches).							
<i>Additional Task:</i>							

### Instructions:

- Start with high surfaces and work downward to avoid re-cleaning.
- Focus on areas that accumulate dust or dirt over time.

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## Bedroom Area

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Replace all bedding, including mattress protectors and pillow covers.							
Vacuum and rotate mattresses; inspect for stains or odors.							
Sanitize headboards, bed frames, and under-bed storage areas.							
Dust and polish all furniture (e.g., nightstands, desks, chairs).							
Ensure alarm clocks, lamps, and phones are clean and functional.							
Clean and polish mirrors and any glass surfaces.							
<i>Additional Task:</i>							

### Instructions:

- *Inspect mattresses and bedding for wear and tear; replace if needed.*
- *Ensure the furniture arrangement is neat and guest-friendly.*

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## Bathroom Deep Cleaning

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Scrub and disinfect the toilet, including base and back.							
Deep-clean shower, tub, faucets, and drains.							
Wipe and sanitize tiles, replacing grout or caulking if necessary.							
Polish mirrors, countertops, and sinks.							
Wash and sanitize bathroom trash cans.							
Replace and restock toiletries and linens (e.g., towels, soap, shampoo).							
<i>Additional Task:</i>							

### Instructions:

- Use approved cleaning agents to avoid damaging surfaces.
- Check for water stains, leaks, or mold and address them immediately.

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## Kitchenette or Mini Bar (If Applicable)

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean and sanitize microwaves, coffee makers, and kettles.							
Wipe down cabinets and drawers; replace expired mini-bar items.							
Clean spills and odors in the mini-fridge.							
Sanitize countertops and sinks.							
Check and replenish all consumables (e.g., tea, coffee, sugar packets).							
<i>Additional Task:</i>							

### Instructions:

- *Inspect mini-bar and appliances for functionality.*
- *Replace missing or damaged items to maintain consistency.*

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## Electronics and Appliances

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Dust and sanitize TV screens and remotes.							
Test and clean air conditioning and heating units.							
Replace batteries in remotes and alarm clocks as needed.							
Wipe and sanitize phones and charging stations.							
<i>Additional Task:</i>							

### Instructions:

- *Ensure electronics are functional and cords are untangled.*
- *Sanitize high-touch electronics thoroughly.*

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## Final Touches

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Replace damaged curtains or linens; ensure they are dust-free.							
Ensure all lightbulbs and lamps are functional; replace as needed.							
Add air freshener or set up a diffuser for a pleasant scent.							
Arrange furniture, linens, and décor neatly.							
Verify the room key card works and ensure it's ready for the next guest.							
<i>Additional Task:</i>							

### Instructions:

- Perform a final walkthrough to catch missed spots.
- Check the room against a standard to ensure it's guest-ready.