Hotel property cleaning: what we clean

Walk the property with your general manager and mark each area this sheet lists.

Property _____ **Address** _____

Walked by _____ **Date** _____

Lobby and guest routes

- ☐ Lobby and reception surfaces
- ☐ Corridors from the front desk to the guestroom wings
- ☐ Elevator interiors
- ☐ Public restroom fixtures and floors
- ☐ Business room and fitness room surfaces within reach

Guestrooms between stays

- ☐ Guestroom floors once the stay ends
- ☐ Guestroom restroom surfaces
- ☐ Turnover set by occupancy, not the calendar
- ☐ How the front desk flags a room as vacated: _____

Meeting and event rooms

- ☐ Pre-event cleaning before attendees arrive
- ☐ Post-event cleanup of floors, tables and waste
- ☐ Booking sheet shared with the crew: _____

Back of house and porter rounds

- ☐ Offices behind the front desk
- ☐ Back-of-house rooms the crew can reach
- ☐ Porter rounds around checkout and evening arrivals
- ☐ Public restroom touch-ups and visible waste during rounds
- ☐ Litter near the entrance picked up

Floors, glass and stainless

- ☐ Corridor carpet vacuumed, lobby floors mopped
- ☐ Carpet extraction with spot treatment between full cleanings
- ☐ Hard floors burnished, or stripped and waxed where the finish allows
- ☐ Tile and grout in restrooms and at the entries
- ☐ Interior glass at the entrance
- ☐ Stainless on elevator doors and service counters
- ☐ Walls along busy corridors

Outside the front door

- [ ] Parking areas swept and litter picked up
- [ ] Entry walkways pressure washed
- [ ] Gum and graffiti treated to suit the material
- [ ] Low-rise windows
- [ ] Grass and shrub care in landscaped beds
- [ ] Patio litter and surfaces, matched to the paving

Notes