

Hotel housekeeping checklist: departure clean

Room: _____ Date: _____ Housekeeper: _____

Bedroom

- ☐ Strip and remake the bed with fresh linen
- ☐ Check the mattress protector and pillows
- ☐ Dust surfaces, lamps and headboard
- ☐ Clean mirrors and glass
- ☐ Empty bins and fit new liners
- ☐ Vacuum the floor, including under the bed
- ☐ Check the wardrobe, hangers and drawers
- ☐ Wipe switches, handles and the remote

Restock

- ☐ Tea, coffee and milk
- ☐ Clean cups and glasses
- ☐ Water and minibar items
- ☐ Guest information and Wi-Fi card

Bathroom

- ☐ Clean and disinfect the toilet, including under the rim
- ☐ Clean the shower or bath, screen and taps
- ☐ Clean the sink and mirror
- ☐ Replace towels and the bath mat
- ☐ Restock toiletries and toilet roll
- ☐ Mop the floor

Final check

- ☐ Lights, TV and heating working
- ☐ Windows closed, curtains open
- ☐ Nothing left by the last guest (log lost property)
- ☐ Photo of the made bed and the bathroom
- ☐ Mark the room clean

Room inspection checklist

Room: _____ Date: _____ Inspected by: _____

	Pass	Fail
Bedroom		
Bed made to standard, linen clean and unmarked	☐	☐
No dust on surfaces, skirting or headboard	☐	☐
Mirrors and glass free of streaks	☐	☐
Floor clean, under the bed clear	☐	☐
Bins empty with liners	☐	☐
Lights, TV, remote and heating working	☐	☐
Curtains or blinds working	☐	☐
No smells	☐	☐
Bathroom		
Toilet clean, including under the rim and the seat hinges	☐	☐
Shower or bath free of hair and limescale	☐	☐
Tiles, grout and seals clean	☐	☐
Sink, taps and mirror polished	☐	☐
Right number of towels and bath mat	☐	☐
Toiletries and toilet roll stocked	☐	☐
Floor clean and dry	☐	☐
Room supplies		
Tea and coffee tray complete	☐	☐
Kettle clean	☐	☐
Hairdryer working	☐	☐
Guest information present	☐	☐
Safety		
Smoke alarm light on	☐	☐
Fire notice on the door	☐	☐
Window restrictors working	☐	☐
No trip hazards	☐	☐

Result: ☐ Passed ☐ Sent back with a note