

Step-By-Step Checklist to Clean a Hotel/Motel Guest Room

- ☐ Open windows to reduce the smell of cleaning chemicals and let fresh air in
- ☐ Strip the beds and change the sheets if a new guest will be arriving. Make beds if the guest will be staying additional nights
- ☐ Collect any garbage that has been left out like used cups, or packaging from soaps and hygiene products
- ☐ Empty garbage
- ☐ Dust and clean all surfaces
- ☐ Vacuum furniture and upholstery
- ☐ Sanitize each surface. Spray to disinfect and then let the surface stay wet for the specified length of time. Allow to air dry.
- ☐ Sanitize other high contact surfaces like light switch, towel rack, toilet handle and doorknob
- ☐ Clean and sanitize the floors last
- ☐ Follow a checklist to ensure nothing was overlooked
- ☐ Replenish complimentary guest items
- ☐ Close all windows

Step-By-Step Checklist to Clean a Hotel/Motel Guest Bathroom

- ☐ Open windows to let fresh air in and reduce any cleaning chemical smell
- ☐ Collect all used towels and place in the designated soiled laundry bin away from clean linens
- ☐ Empty garbage
- ☐ Tidy all belongings
- ☐ Dust
- ☐ Clean the sink and faucet. Sanitize all surfaces.
- ☐ Clean shower and bath area to remove soap scum and create a shiny surface that is visibly clean. Sanitize shower and bath.
- ☐ Clean the toilet and disinfect to ensure it is germ free
- ☐ Sanitize other high contact surfaces like light switch, towel rack, toilet handle and doorknob
- ☐ Clean and sanitize the floor
- ☐ Follow a checklist to ensure nothing was overlooked
- ☐ Restock toilet paper, towels, wash cloths and other amenities
- ☐ Close all windows

Regular Deep Cleaning

Monthly

- ☐ Wash pillow protectors
- ☐ Vacuum mattress and launder any covers and protectors

Three Months

- ☐ Deep clean carpets with a steam cleaner
- ☐ Deep clean upholstered furniture and curtains
- ☐ Polish floors and tiles

Six Months

- ☐ Rotate mattress if recommended by label
- ☐ Wash pillows