Hotel Cleaning Checklist: pg 1



Administrative Areas			
Door Handles	Desks Chairs	Electronics (computers, phones, etc.) Trash & Recycling Receptacles	
Business Center & Conference Room			
Door Handles	Desktops & Tabletops Chairs	Electronics Trash & Recycling Receptacles	
Common Areas			
Door HandlesLight SwitchesTables	 Chairs Handrails Sinks & Faucets 	 Vending Machines Gym Equipment Trash & Recycling Receptacles 	
Guest Areas			
 Door Handles Light Switches Alarm Clock Toilet (handle, seat, etc.) Handrails 	 TV Remote Telephone Refrigerator & Microwave Thermostat Faucet & Shower Handle 	 Dispensers (soap, toilet paper, etc.) Resource Material (menus, Bible, pens, etc.) Trash & Recycling Receptacles Furniture & Handles (soap, toilet paper, etc.) 	
Lobby & Entryways			
Door HandlesLight SwitchesElevator Buttons	ChairsDesks & CountertopsCoffee Pots	Dispenser (hand sanitizer) Electronics (computer, phone, etc.) Trash & Recycling Receptacles	

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Hotel Cleaning Checklist: pg 2



Public Restrooms			
Door Handles	Paper Towel Holders	Dispensers (soap, toilet paper, etc.)	
Light Switches	Changing Stations	Toilet & Urinals (handle, seat, etc.)	
Faucet	Stall & Stall Handle	Trash & Recycling Receptacles	
Bar, Restaurant, & Buffets			
Door Handles	Bars & Bar Areas	Sinks & Fixtures	
Light Switches	Food Contact Surfaces	Dispensers (soap, sanitizer, paper towels)	
Utensils	Handrails	Trash & Recycling Receptacles	
Table Tops	Telephone	Cleaning Equipment	
Chairs & Boths	Buffet & Sneeze Guards	Buckets & Bucket Handles	
Cabinet Handles	Menus	Dispensers (napkins, utensils, condiments, etc.)	
Coffee Pots	Payment Terminals	Serving Trays	
Outdoor Areas			
Tables	Chairs	Trash & Recycling Receptacles	