Hotel property: what we clean

Walk the property with your general manager and check off each area on the plan.

Hotel _____ **Address** _____

Walked by _____ **Date** _____

Lobby and arrival

- ☐ Front desk counters wiped
- ☐ Luggage carts wiped
- ☐ Entry glass polished
- ☐ Lobby seating vacuumed, cushions straightened
- ☐ Stone or tile floor cleaned overnight
- ☐ Porte-cochere and entry walks pressure washed

Public restrooms, elevators and corridors

- ☐ Lobby restrooms reset overnight
- ☐ Business center cleaned
- ☐ Elevator buttons and handrails wiped
- ☐ Ice machine alcoves and vending nooks
- ☐ Corridor carpet vacuumed wall to wall
- ☐ Fresh carpet spots treated

Lobby bar and dining room

- ☐ Tables and booths wiped after last call
- ☐ Chairs set back in place
- ☐ Floors finished before breakfast
- ☐ Nearby restrooms restocked, our supplies or yours

Ballrooms and meeting rooms

- ☐ Crew starts after your banquet team strikes tables
- ☐ Ballroom carpet vacuumed, spills spot-cleaned
- ☐ Pre-function areas and coat check reset
- ☐ Event restrooms cleaned and refilled
- ☐ Day porter hours for convention weeks

Back of house

- [ ] Staff breakrooms and locker rooms
- [ ] Staff restrooms between shifts
- [ ] Sales and admin offices
- [ ] Service corridors swept and mopped
- [ ] Laundry, receiving and dock floors scrubbed
- [ ] Trash and recycling taken to your enclosures

Carpet and hard floors

- [ ] Guest room and corridor extraction, floor by floor
- [ ] Extraction matched to your occupancy forecast
- [ ] Natural stone cleaned and polished
- [ ] Back-corridor vinyl stripped and refinished
- [ ] Pool deck pressure washed

Notes