

Hotel Housekeeping Checklist

A hotel housekeeping checklist: each room with its status, tasks done, linen and amenities, minibar, maintenance issues with photos and lost property, then a supervisor check.

1. Shift

Project

Client

Site *

Site address

Date *

Time

Room attendant *

Floor or section

2. Rooms

Rooms (copy this block for each one)

Room number *

Status (choose one)

☐ Departure ☐ Stayover ☐ Do not disturb ☐ Refused service

Done (if applicable; tick all that apply)

- ☐ Bed made
- ☐ Bathroom cleaned and sanitised
- ☐ Towels replaced
- ☐ Floor vacuumed
- ☐ Dusting and surfaces
- ☐ Bins emptied
- ☐ Glasses and cups replaced
- ☐ Amenities restocked
- ☐ Minibar checked
- ☐ Windows and mirrors

Full linen change? (if applicable)

☐ Yes ☐ No

Minibar items used (if applicable)

Maintenance issue?

☐ Yes ☐ No

What (if applicable)

Photos (if applicable; photos: attach, or note the file names)

Lost property found?

☐ Yes ☐ No

Item and where it was handed in (if applicable)

Time finished

Rooms with maintenance issues (worked out automatically in the app)

Rooms not serviced (do not disturb) (worked out automatically in the app)

3. Supervisor check

Rooms inspected

Standard (choose one)

☐ Good ☐ Acceptable ☐ Below standard

Notes and rooms to redo

Are cleaning chemicals kept in their labelled containers, stored and used as the COSHH assessment says?

☐ Yes ☐ No

Supervisor *

Supervisor signature