

Guest Room Turnover Cleaning Checklist

Date:
Room:
Attendant

Bedroom

- Open blinds/curtains and windows
- Clean off edges on air conditioner, check filters
- Dust all corners, ceilings, ceiling fans, windows - no cobwebs.
- Dust all pictures
- Place remotes on TV/DVD Player
- Remove and wash/replace used glasses, cups, utensils etc
- Clean/tidy mini-bar items and replenish perishables
- Strip beds, shake and fluff pillows and doona/coverlets
- Shake, fold and return blankets to cupboards

Clean the following items with disinfectant:

- Phone
 - TV and DVD Remotes
 - Room and Bathroom Door Knobs
 - Light Switches
 - Microwave
 - All table tops/dressers and bottom
 - Window sill
 - Lamp
 - Refrigerator inside and out
 - Ice bucket
 - Radiator
 - Clothes and luggage racks
 - Headboard of bed
 - Windex mirrors
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- Garbage picked up and removed – check under and behind furniture
 - Check all lights are in working order.
 - Check bible and phone book in night stand
 - Place guest room compendium on coffee table/dresser
 - Vacuum carpet – start from furthest corner, working backwards towards the main door.
 - Any new marks on carpet or walls?
 - Remake beds with clean linen

Bathroom

- Remove towel linen
- Shower curtain/screen sprayed with disinfectant and wiped down
- Scrub bath tub, spray and wipe down with disinfectant
- ALL edges are wiped down with disinfectant

Guest Room Turnover Cleaning Checklist (cont.)

- Scrub vanity/sink, spray and wipe down with disinfectant
- Scrub toilet, spray and wipe down with disinfectant
- Scrub, spray with disinfectant and wipe all wall surfaces near and behind toilet
- Shine all chrome, faucets, tissue dispenser
- Wipe out all edges of floor/wall, get behind door
- Refill soap dispensers/Replenish guest amenities
- Disinfect/clean the floor
- Absolutely NO hair on toilet, in tubs/shower, on floor
- Check that all drains are flowing well: sink, tub/shower, toilet flushing
- Replenish with clean bath linen