

# Hospitality Building Cleaning Checklist Template

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## SUMMARY

This comprehensive cleaning checklist is designed to maintain the highest standards of cleanliness and hygiene across all areas of your hospitality facility.

Consistent implementation of these protocols ensures guest satisfaction, brand reputation, and regulatory compliance while creating a safe, welcoming environment for all visitors and staff.



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## GUEST ROOMS

Task	Frequency	Completed
Make beds, replace linens	Daily	
Dust furniture, lamps, frames	Daily	
Clean mirrors and glass	Daily	
Wipe/disinfect switches, remotes, phones	Daily	
Empty trash, replace liners	Daily	
Restock toiletries and amenities	Daily	
Vacuum/mop floors	Daily	
Check for maintenance issues (lights, AC, leaks)	Daily	



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## LOBBIES AND COMMON AREAS

Task	Frequency	Completed
Dust décor & furniture	Daily	
Straighten furniture & tidy appearance	Hourly/Daily	
Wipe counters, tables, and surfaces	Daily	
Sweep, vacuum, mop floors	Daily	
Disinfect high-touch areas	Hourly/Daily	
Empty trash bins	Hourly/Daily	
Spot-clean spills	As needed	



## RESTROOMS

Task	Frequency	Completed
Clean toilets, sinks, showers	Multiple/day	
Mop floors with disinfectant	Multiple/day	
Clean mirrors and counters	Multiple/day	
Refill soap, tissue, paper towels	Multiple/day	
Remove trash	Multiple/day	
Check plumbing issues	Daily	
Check bad odors / ventilation functioning	Multiple/day	



## COFFEE / TEA STATION

Task	Frequency	Completed
Wipe/disinfect counters and appliances	Daily	
Wash mugs, spoons, saucers	Daily	
Restock supplies	Daily	
Clean floors	Daily	
Check machines (descaling schedule)	Weekly	

## MINIBAR / GUEST FRIDGES

Task	Frequency	Completed
Check/remove expired products	Daily	
Restock items	Daily	
Clean interior & exterior surfaces	Weekly	
Verify price list/cards are present	Weekly	



## HALLWAYS / STAIRWELLS

Task	Frequency	Completed
Vacuum/mop floors	Daily	
Dust railings & light fixtures	Weekly	
Check lighting (bulb outages)	Weekly	

## ELEVATORS

Task	Frequency	Completed
Disinfect buttons & mirrors	Daily	
Mop floors	Daily	
Inspect walls for smudges/fingerprints	Daily	



## EVENT / MEETING ROOMS

Task	Frequency	Completed
Clean tables, chairs, podium surfaces	Daily/After Events	
Vacuum carpets	Daily/After Events	
Restock supplies (markers, paper, water)	After Events	
Check AV equipment status	After Events	

## FITNESS / POOL / SPA

Task	Frequency	Completed
Disinfect gym equipment	Daily	
Clean mirrors	Daily	
Sanitize pool decks	Daily	
Wipe locker rooms & benches	Daily	
Test water quality (pool/spa)	Multiple/day	
Tidy towels & restock	Multiple/day	



## KITCHENS (STAFF)

Task	Frequency	Completed
Disinfect counters	Daily	
Mop floors	Daily	
Deep clean appliances	Weekly	
Clean hood/vent filters	Monthly	
Check temperature logs for fridges/freezers	Daily	

## LAUNDRY ROOMS

Task	Frequency	Completed
Empty lint traps	Daily	
Wipe folding tables	Daily	
Clean washers/dryers exterior	Weekly	
Check detergent/chemical levels	Daily	



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## WINDOWS AND DRAPERY

Task	Frequency	Completed
Clean glass	Monthly	
Dust sills & tracks	Monthly	
Vacuum/clean drapes/blinds	Monthly	
Spot-clean fingerprints (public areas)	Weekly	

## OUTDOOR AREAS

Task	Frequency	Completed
Sweep/pressure wash paths	Weekly	
Clean outdoor furniture	Weekly	
Check for trash/debris	Daily	
Inspect lighting & signage	Weekly	



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Cleaning staff signature:

Date:

**SUPERVISOR SIGN-OFF**

Date:

Name:

Signature:

Notes/comments:

