SF Janitorial

PRINTABLE CHECKLIST

Hotels and hospitality: what we clean

Use this sheet on the hotel walkthrough to tick guest and staff areas to include.

Hotel _____ **Address** _____

Walked by _____ **Date** _____

Arrival and lobby

- ☐ Entrance glass
- ☐ Lobby floor mopped or burnished in the quietest hours
- ☐ Reception area dust and marks
- ☐ Street-level exterior glass at the entrance, if added
- ☐ Day porter for lobby, entrance and waste points

Guestroom turnover

- ☐ Shower or tub, toilet, sink and counter
- ☐ Bathroom mirror and floor
- ☐ Sleeping-area surfaces dusted and wiped
- ☐ Waste removed and floor vacuumed
- ☐ Full floor at peak checkout or single rooms through the day
- ☐ Room left for the hotel's own inspection

Public restrooms

- ☐ Reset in full during quiet hours
- ☐ Porter checks while the hotel is busy
- ☐ Lobby and banquet restroom deep cleaning, if added

Meeting and event rooms

- ☐ Tables, chairs and presentation areas
- ☐ Floors cleaned between bookings
- ☐ Event calendar shared for scheduling
- ☐ One-time clean before a large group arrives

Corridors and floors

- ☐ Guest corridors on each visit
- ☐ Corridor carpet extraction between busy periods
- ☐ Hard lobby floors on a burnishing schedule
- ☐ Post-construction cleaning after a renovation

Staff side

- ☐ Front-desk offices
- ☐ Staff rooms and manager's office
- ☐ Back-of-house areas you want included

Notes