

Housekeeping room checklist

Free housekeeping room checklist template for hotels and guesthouses. Printable PDF and Excel, room by room, with departure and stayover columns and a supervisor check.

PROPERTY

DATE

HOUSEKEEPER

ROOMS ALLOCATED

Task	Dep Departure	Stay Stayover	Done Initials	Issue / maintenance
ON ENTERING				
Knock, announce, wait, then enter – even if the room shows as vacant				
Open curtains and window; check for odour and for anything left behind				
Check for damage, stains, missing items and anything to report before you start				
Strip bed linen and towels; check under the bed and behind the headboard				
Empty all bins and replace liners				
BATHROOM				
Toilet cleaned inside, outside, seat both sides and behind the base				
Shower and bath scrubbed, screen and grout cleaned, drain clear of hair				
Sink, taps and plughole cleaned and descaled				
Mirror and glass cleaned streak-free				
Behind the bathroom door and the extractor grille wiped				
Floor cleaned into the corners and behind the toilet				
Towels replaced to standard and folded; bath mat replaced				
Amenities, soap, paper and spare roll replenished				
BEDROOM				
Bed made to standard, linen change on departure and per policy on stayover				
Mattress protector and pillows checked for stains				
Dust all surfaces including headboard, skirting, picture frames and lampshades				
Kettle emptied, descaled, lid and spout cleaned; cups replaced clean				
Tea, coffee, sugar and water replenished; check expiry dates				
Remote control, phone, light switches and door handles wiped				
TV screen wiped and TV on the correct channel or welcome screen				
Wardrobe: hangers to standard, spare bedding, safe empty and unlocked, iron and board present				
Hairdryer present, working and filter clean				
Mini fridge cleaned and empty or stocked to standard				
Windows, sills and mirrors cleaned; glass smear-free				
Vacuum whole floor including under the bed and along edges				
FINAL CHECK FROM THE DOORWAY				
Compendium, notices and fire evacuation notice present and correct				

Task	Dep Departure	Stay Stayover	Done Initials	Issue / maintenance
Curtains hanging straight, cushions and throw to standard				
Lights all working; bulbs replaced where needed				
Heating or air conditioning set to standard and remote in place				
Room smells fresh and there is no visible dust from the door				
Any maintenance issue recorded and reported before leaving				
Door locked and room marked ready in the system				
SUPERVISOR				
Room number spot-checked				
Passed / re-clean required – with the reason				
Supervisor initials and time				

- Mark whether each room is a departure or a stayover before you start – they are different jobs.
- Report maintenance issues before you leave the room, not at the end of the shift.
- Supervisors spot-check a proportion of rooms and record which ones. Consistency comes from rooms being checkable, not from checking every room.