HOUSEKEEPING CHECKLIST

Room attendant's board and room inspection. Date _____

Room attendant	Floor / section	Shift	Supervisor

Room board

Room	Status	Time in	Time out	Minutes	Notes (DND, maintenance, lost and found)	Inspected
			Minutes cleaning			

Room inspection (room 421, checkout)

Area	Standard	Points	Scored	Fix needed
	Total			

Day summary

Rooms cleaned	
Minutes cleaning (from the board)	
Average minutes per room	
Inspection score	

Inspection result

Room attendant

Supervisor (inspected by)

Executive housekeeper

PUBLIC AREA AND OFFICE CLEANING CHECKLIST

Week of _____

Area supervisor	Houseperson	Chemicals on SDS file

Tasks by frequency

Area	Task	How often	Done by	Date and time	Checked

Issues found

Houseperson	Area supervisor	Executive housekeeper