



Bedrooms Checklist

Date : _____

Name on Duty: _____

Bedrooms Duties

Check

		Check
1	Clean and vaccum the rooms	
2	Check the bedsheets are clean and beds are tidy	
3	Dusting of all the dressers and night stands	
4	Cleaning of all the drawers (Do Not leave the personal belongings in the drawers)	
5	Do not bring food and drinks in the rooms	
6	Check cleaning supplies	
7	Check charging cables are available for the guests	
8	Check night bulbs are working	
9	Remove all the trash and clean the trash cans	
10	Check the irons are turned off after use	
11	Place the iron and iron stand at the designated place after use	
12	Check all the lights are turned off	

Comments/Notes:

Checked By: