

HOUSEKEEPING CHEAT SHEET

- 1. Strip Beds / Remove Linen**
- 2. Remove trash / Turn on lights / Open drawers**
- 3. Spray bathroom**
- 4. High Dusting**
- 5. Make Beds**
- 6. Clean Bathroom / Vanity**
- 7. Clean furniture and fixtures**
- 8. Clean Micro-fridge / closet area**
- 9. Inspect / Vacuum / Air Freshener**

Turn AC off in check outs / medium stayovers

Change sheets for checkouts and all rooms on WED and SUN

For your safety, do not prop doors open for rooms not being cleaned.

Mark all maintenance issues on your sheet every day

Tools for the Carts:

- 1. Vacuum Cleaner**
- 2. Clip Board-Paper**
- 3. Broom**
- 4. High Duster**
- 5. Shower Brush**
- 6. Toilet Brush**
- 7. Toothbrush**
- 8. Swiffer Duster (TVs only)**
- 9. Paint Brush (Dusting)**
- 10. Lint Roller**
- 11. Rags**

Each cart should have 10 sets of towels / 6 queen sets / 4 king sets

All guest supplies should be available on cart

*****Your cart should have all items above before leaving each day*****