

QUALITY INN MAINTENANCE CHECKLIST

MONDAY Date: ___/___/___	___ Clean Lobby entrance / ashtrays ___ Clean Guest Laundry ___ Clean Elevator and Landings ___ Take out all trash ___ Pick up all debris from parking lot ___ Conference Center Clean, Lights, AC	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
TUESDAY	___ Clean Lobby entrance / ashtrays ___ Clean Guest Laundry ___ Clean Elevator and Landings ___ Take out all trash ___ Pick up all debris from parking lot ___ Conference Center Clean, Lights, AC	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
WEDNESDAY	___ Clean Lobby entrance / ashtrays ___ Clean Guest Laundry ___ Clean Elevator and Landings ___ Take out all trash ___ Pick up all debris from parking lot ___ Conference Center Clean, Lights, AC	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
THURSDAY	___ Clean Lobby entrance / ashtrays ___ Clean Guest Laundry ___ Clean Elevator and Landings ___ Take out all trash ___ Pick up all debris from parking lot ___ Conference Center Clean, Lights, AC	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
FRIDAY	___ Clean Lobby entrance / ashtrays ___ Clean Guest Laundry ___ Clean Elevator and Landings ___ Take out all trash ___ Pick up all debris from parking lot ___ Conference Center Clean, Lights, AC	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
SATURDAY	___ Clean Lobby entrance / ashtrays ___ Clean Guest Laundry ___ Clean Elevator and Landings ___ Take out all trash ___ Pick up all debris from parking lot ___ Conference Center Clean, Lights, AC	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____
SUNDAY	___ Clean Lobby entrance / ashtrays ___ Clean Guest Laundry ___ Clean Elevator and Landings ___ Take out all trash ___ Pick up all debris from parking lot ___ Conference Center Clean, Lights, AC	GM Assigned Tasks _____ _____ _____	# Tickets _____ By_____