Report details for the Event - Rachel White

Rachel White - Admin Template	22/12/2023
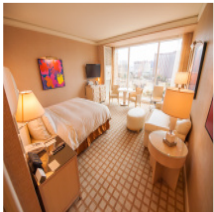
Room Cleaning Checklist

Question	Answer
Cleaner name	Rachel White
Floor	2
Room number	7

Checklist by room

Question	Answer
Check general condition of room	Completed
Any guest belongings left behind	No - all good
Windows and mirrors	Interior of main windows, Hall mirror, Bedroom mirror, Bathroom mirror
Main room	Change bedding, Clean wardrobes, cupboards and doors, Dusting all appliances and furniture, Replenish coffee/tea/sugar, Hoover, Empty bin
En suite	Bath and shower, sink/taps/pedestal, Toilet, Empty bin, Restock towels, Restock mini soaps/shower gels and shampoo, Loo rolls, Disinfect and mop floor

Question	Answer
Check appliances working	TV, Kettle, Hairdryer/iron and board, Heating
End of clean checks	Disinfect all door handles, Ensure no cleaning kit left behind, Anything to reception?, Check key card working, Clean front door and handle
Feel free to upload an image of any major problem	

End of Clean sign off

Question	Answer
Please sign	
Date & Time	22/12/2023