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Report details for the Event - Rachel White

Rachel White - Admin Template

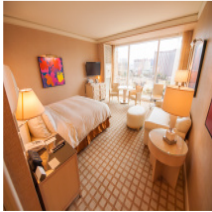
22/12/2023

Room Cleaning Checklist

| Question | Answer |
|---------------------|--------------|
| <i>Cleaner name</i> | Rachel White |
| <i>Floor</i> | 2 |
| <i>Room number</i> | 7 |

Checklist by room

| Question | Answer |
|---|--|
| <i>Check general condition of room</i> | Completed |
| <i>Any guest belongings left behind</i> | No - all good |
| <i>Windows and mirrors</i> | Interior of main windows, Hall mirror, Bedroom mirror, Bathroom mirror |
| <i>Main room</i> | Change bedding, Clean wardrobes, cupboards and doors, Dusting all appliances and furniture, Replenish coffee/tea/sugar, Hoover, Empty bin |
| <i>En suite</i> | 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 |
|--|---|
| <i>Check appliances working</i> | TV, Kettle, Hairdryer/iron and board, Heating |
| <i>End of clean checks</i> | Disinfect all door handles, Ensure no cleaning kit left behind, Anything to reception?, Check key card working, Clean front door and handle |
| <i>Feel free to upload an image of any major problem</i> |  |

End of Clean sign off

| Question | Answer |
|------------------------|---|
| <i>Please sign</i> |  |
| <i>Date & Time</i> | 22/12/2023 |