***MAID FOR THE BEACH: GUEST ROOM CLEANING CHECKLIST***

ROOM #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUILDING/LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_TIME FINISHED \_\_\_\_\_\_\_\_\_ CLEANED/INSPECTED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PICTURES UPLOADED AND FORWARDED TO: 843-360-5819 c YES OR c NO

DAMAGES c YES OR c NO IF YES, PLEASE NOTE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM | YES | NO | ITEM | YES | NO |
| DOOR OPENS, LOCKS PROPERLY |  |  | FLUFFED, EVEN PILLOWS |  |  |
| LIGHT BULBS, LAMPS IN WORKING ORDER |  |  | BEDDING FREE OF RIPS, STAINS, DEFECTS |  |  |
| LAMP SHADES CLEAN AND STRAIGHT |  |  | UPHOLSTERY CLEAN, IN GOOD CONDITION |  |  |
| WINDOWS CLEANED, FREE OF STREAKS, DUST |  |  | SOFA BEDS CHECKED, BRUSH DEBRIS, SAND, HAIR |  |  |
| DRAPES STRAIGHT, WORKING PROPERLY |  |  | PICTURES AND MIRRORS ARE STRAIGHT |  |  |
| A/C, HEAT WORKING PROPERLY |  |  | FURNITURE DRAWERS CHECKED, WIPED |  |  |
| A/C VENTS, FILTERS CLEAN, FREE OF LINT |  |  | UNDER BED AND FURNITURE CHECKED, CLEANED |  |  |
| WASHER DRYER CHECKED, WIPED, LINT REMOVED |  |  | MATTRESS PADS CLEAN AND FREE OF STAINS |  |  |
| BEDS CORRECTLY MADE |  |  | DRAPES PARTIALLY CLOSED |  |  |
| DESK, DRESSER, TABLE TOPS CLEANED |  |  | MIRRORS, NO STREAKS OR DUST OR SPLATS |  |  |
| HEADBOARDS NO SMUDGES, WIPED |  |  | CLOSETS, CHECKED, ORGANIZED, CLEAN |  |  |
| CHAIRS/ RAILS NO CRUMBS, WIPED |  |  | CLOSET SHELVES, FREE OF DUST, DEBRIS |  |  |
| TOILET SEAT CLEANED BOTH SIDES |  |  | TOILET BASE CLEANED AND FREE OR HAIR, DEBRIS |  |  |
| CLEANED UNDER RIM/ PUMICED, BRUSHED |  |  | BEHIND TOILET FREE OF DEBRIS, HAIR, DUST |  |  |
| TOILET FLUSHES PROPERLY |  |  | SHOWER ROD IN GOOD CONDITION |  |  |
| BATHROOM FREE OF ODORS |  |  | SHOWER LINER CLEAN, FREE OF ALGAE, MOLD, HAIR |  |  |
| SHOWER CURTAIN FREE OF STAINS |  |  | POP-UP STOPPERS CLEAN |  |  |
| SINK, COUNTERS, SINK DRAIN CLEANED |  |  | STAINLESS STEEL POLISHED |  |  |
| ALL FIXTURES POLISHES |  |  | REFRIDGERATOR WIPED INTERIOR EXTERIOR CLEAN |  |  |
| FAUCETS IN WORKING ORDER, NO LEAKS |  |  | TOILET SEAT FIRM |  |  |
| BROKEN TILES OR MISSING GROUT |  |  | ALL CHROME POLISHED, STREAK AND SMUDGE FREE |  |  |
| MILDEW OR MOLD NOTED |  |  | WINDOW SILLS IN GOOD CONDITION FREE OR DIRT |  |  |
| SLIDING GLASS DOORS CLEAN, TRACKS CLEAN |  |  | CARPETS, RUGS, MATS, VACUUMED |  |  |
| INSIDE TUB AND SURROUNDING SCOURED |  |  | TUB/SHOWER FREE OF SOAP SCUM, RINGS, HAIR |  |  |
| SHOWER DOOR FREE OF STREAKS, CLEAN |  |  | ALL HARD FLOORS SWEPT, MOPPED |  |  |
| LINT ROLLER OVER MADE BEDDING, PILLOWS |  |  | LINT ROLLER OVER ALL FLOORS |  |  |
| SPRAY AIR FRESHENER TO PILLOWS, BEDDING |  |  | SPRAY AIR FRESHENER TO CURTAINS, SOFA |  |  |
| ALL LINENS CHANGED, NO STAINS, SPOTS |  |  | CORRECT NUMBER OF TOWELS PLACED PER BATH |  |  |
| TOWELS FOLDED FOR PRESENTATION |  |  | TOILET PAPER STOCKED |  |  |
| PAPER TOWELS STOCKED |  |  | KITCHEN SOAP |  |  |
| BATHROOM SOAPS, TOILETRIES RESTOCKED |  |  | SPOT CLEAN DOORS, WALLS, TRIM, HANDLES |  |  |
| KITCHEN SINK CLEANED, POLISHED |  |  | COUNTER AND BACKSPLASHES CLEAN |  |  |
| EXTRA CLEANING NEEDED |  |  | EXCESSIVE TRASH LEFT BEHIND |  |  |
| FOOD LEFT IN FRIDGE, THROWN OUT |  |  | CONDIMENTS LEFT IN FRIDGE |  |  |
| GUEST CHECKED OUT ON TIME |  |  | ITEMS MISSING |  |  |
| ITEMS BROKEN |  |  | PET HAIR OR SMOKE ODOR PRESENT |  |  |

**ITEMS LOW ON HAND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO BE STOCKED NEXT CLEAN\_\_\_\_\_\_\_\_\_\_\_\_\_**