

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 YES OR NO

DAMAGES YES OR 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 SWEEPED, 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 _____