

# HOTEL ROUTINE MAINTENANCE ROOM SURFACE CLEANING CHECKLISTS

## LOBBIES, CONFERENCE & BANQUET ROOMS

**Floors (non-carpeted)**  
*neutral floor cleaner*

**Floors (carpeted)**  
*vacuum (no chemicals)*

**Light Switches**  
*disinfectant spray cleaner*

**Doorknobs / Handles**  
*disinfectant spray cleaner*

**Trash Receptacles**  
*disinfectant spray cleaner*

**Non-Upholstered Furniture**  
*multi-surface cleaner  
furniture polish*

**Upholstered Furniture**  
*vacuum (no chemicals)*

**Windows**  
*glass & window cleaner*

**Lamps & Fixtures**  
*multi-surface cleaner*

**Phones**  
*disinfectant spray cleaner*

**Front Desk Counter**  
*multi-surface cleaner*

**Elevator Controls**  
*disinfectant spray cleaner*

**Electronics & Controls**  
*multi-surface cleaner  
disinfectant spray cleaner*

**Dining Tables**  
*food surface sanitizer*

**Coffee Station / Buffet**  
*food surface sanitizer*

**Condiment Bottles**  
*food surface sanitizer*

**Hand Sanitizer Dispensers**  
*disinfectant spray cleaner*

**Water Fountains**  
*disinfectant spray cleaner*

**Air**  
*malodor counteractant*

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## GUEST ROOMS

**Floors (non-carpeted)**  
*disinfectant floor cleaner*

**Floors (carpeted)**  
*vacuum (no chemicals)*

**Light Switches**  
*disinfectant spray cleaner*

**Doorknobs / Handles**  
*disinfectant spray cleaner*

**Trash Receptacles**  
*disinfectant spray cleaner*

**Non-Upholstered Furniture**  
*multi-surface cleaner  
furniture polish*

**Windows**  
*glass & window cleaner*

**Upholstered Furniture**  
*vacuum (no chemical)*

**Lamps & Fixtures**  
*multi-surface cleaner*

**Phones**  
*disinfectant spray cleaner*

**Electronics & Controls**  
*multi-surface cleaner  
disinfectant spray cleaner*

**Toilet Bowls & Fixtures**  
*disinfectant spray cleaner  
disinfectant bowl cleaner*

**Sinks & Fixtures**  
*disinfectant spray cleaner  
creme cleaner*

**Mirrors**  
*glass & window cleaner*

**Showers & Tubs**  
*disinfectant spray cleaner*

**Dispensers**  
*disinfectant spray cleaner*

**Air**  
*malodor counteractant*

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## PUBLIC RESTROOMS

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Floors</b><br><i>bio-enzymatic floor cleaner</i>             | <input type="checkbox"/> <b>Handrails</b><br><i>disinfectant spray cleaner</i>  | <input type="checkbox"/> <b>Counters</b><br><i>disinfectant spray cleaner</i>              |
| <input type="checkbox"/> <b>Light Switches</b><br><i>disinfectant spray cleaner</i>      | <input type="checkbox"/> <b>Stall Walls, Doors, &amp; Handles</b><br><i>disinfectant spray cleaner</i>                            | <input type="checkbox"/> <b>Baby Changing Station</b><br><i>disinfectant spray cleaner</i> |
| <input type="checkbox"/> <b>Doorknobs / Handles</b><br><i>disinfectant spray cleaner</i> | <input type="checkbox"/> <b>Toilet Bowls &amp; Fixtures</b><br><i>restroom disinfectant cleaner<br/>disinfectant bowl cleaner</i> | <input type="checkbox"/> <b>Air</b><br><i>malodor counteractant</i>                        |
| <input type="checkbox"/> <b>Trash Receptacles</b><br><i>disinfectant spray cleaner</i>   | <input type="checkbox"/> <b>Urinals &amp; Fixtures</b><br><i>restroom disinfectant cleaner<br/>disinfectant bowl cleaner</i>      | <input type="checkbox"/> _____   |
| <input type="checkbox"/> <b>Dispensers</b><br><i>disinfectant spray cleaner</i>          | <input type="checkbox"/> <b>Sinks &amp; Fixtures</b><br><i>restroom disinfectant cleaner<br/>creme cleanser</i>                   | <input type="checkbox"/> _____   |
| <input type="checkbox"/> <b>Mirrors</b><br><i>glass &amp; window cleaner</i>             |   | <input type="checkbox"/> _____   |

## ADMINISTRATIVE & OFFICE AREAS

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Floors (non-carpeted)</b><br><i>neutral floor cleaner</i>               | <input type="checkbox"/> <b>Windows</b><br><i>glass &amp; window cleaner</i>                    | <input type="checkbox"/> <b>Monitor / Screens</b><br><i>glass &amp; window cleaner</i>         |
| <input type="checkbox"/> <b>Floors (carpeted)</b><br><i>vacuum (no chemicals)</i>                   | <input type="checkbox"/> <b>Upholstered Furniture</b><br><i>vacuum (no chemicals)</i>           | <input type="checkbox"/> <b>Desks &amp; Desk Chairs</b><br><i>multi-surface cleaner</i>        |
| <input type="checkbox"/> <b>Light Switches</b><br><i>disinfectant spray cleaner</i>                 | <input type="checkbox"/> <b>Phones</b><br><i>disinfectant spray cleaner</i>                     | <input type="checkbox"/> <b>Glass Tables</b><br><i>glass &amp; window cleaner</i>              |
| <input type="checkbox"/> <b>Doorknobs / Handles</b><br><i>disinfectant spray cleaner</i>            | <input type="checkbox"/> <b>Electronics &amp; Controls</b><br><i>disinfectant spray cleaner</i> | <input type="checkbox"/> <b>Hand Sanitizer Dispensers</b><br><i>disinfectant spray cleaner</i> |
| <input type="checkbox"/> <b>Trash Receptacles</b><br><i>disinfectant spray cleaner</i>              | <input type="checkbox"/> <b>Computer &amp; Office Equipment</b><br><i>multi-surface cleaner</i> | <input type="checkbox"/> <b>Air</b><br><i>malodor counteractant</i>                            |
| <input type="checkbox"/> <b>Tables &amp; Non-Upholstered Chairs</b><br><i>multi-surface cleaner</i> | <input type="checkbox"/> <b>Keyboards</b><br><i>disinfectant spray cleaner</i>                  | <input type="checkbox"/> _____   |
|   | <input type="checkbox"/> <b>Counters / Cabinets / Shelving</b><br><i>multi-surface cleaner</i>  | <input type="checkbox"/> _____   |

