Motel housekeeping checklist

Blaixin | Property: _____ Date: _____ Shift: _____

- [ ] Confirm departures and early-arrival priorities
- [ ] Separate stayovers from turnover rooms
- [ ] Check out-of-service rooms before assigning work
- [ ] Follow the property’s approved cleaning and safety procedure
- [ ] Inspect the room using the property standard
- [ ] Record maintenance defects and assign a follow-up
- [ ] Release ready rooms only after required checks
- [ ] Update the shared room status and hand off unfinished work

Adapt to approved property procedures. This is not a cleaning, safety or accounting compliance certification. Do not record sensitive guest information on a shared checklist.