

Public Space Cleaning & Inspection:

Cleanliness of the hotel is housekeeping's ultimate responsibility. All areas of the hotel need to be kept clean all of the time. In addition to guest rooms there are other areas that guests use and gather in. These areas are known as the public spaces and could include: fitness room, pool area, business center, guest laundry, public restrooms, lobby, breakfast room and, meeting rooms. All of these areas need to be cleaned each day just like the guest room, and just like the guest room these areas need to be inspected. This task could fall to many different positions within the housekeeping department but, whoever completes this task must know how important it is. Our last inspection is a guest's first impression of the property. Each of the public spaces at your hotel needs to have an inspection checklist form. This specific form will ensure that all components of that area have been cleaned and are ready for the guest to use.

Below are basic items that need to be on every public space checklist and inspection form:

- The appearance of the space is clean, neat and organized. Make sure the space smells fresh and clean. All of the lighting should work, cords should be bundled.
- The temperature should be comfortable.
- Trash has been removed. All trash receptacles are clean.
- All surface areas have been wiped down and or dusted.
- If there is furniture with cushions, the cushions have been removed and inspected for debris.
- If there is hard surface furniture such as breakfast room tables and chairs or pool furniture, each piece has been wiped down from top to bottom.
- The flooring is free of debris, has been swept and wiped down or, vacuumed.
- All windows and mirrors have been wiped down and no streaks are left behind
- All electronics and equipment work such as telephones, TV's, fitness equipment or, vending equipment, guest laundry equipment
- All collateral is fresh and crisp
- All linen and supplies are stocked and clean. For example; pool towels, fitness center towels, toilet paper, facial tissue, soap, etc.

Public Space Cleaning Checklist:

Name:

Date:

Hotel and Cleaning Locations: (put a checkmark next to the hotel/ cleaning location)

- Best Western Lobby
- Best Western Tower
- Best Western Suites
- Best Western A&B Buildings
- Days Inn Lobby (Main Building)
- Days Inn Efficiency Building
- Days Inn South Building

Cleaning Location:

Check what location you are using this checklist for. A separate Checklist should be used for each hotel to ensure all items are completed. Please Mark Not Available (N/A) if there is a section on the checklist that is not included in the particular building you are cleaning. Please put your initials by each section and a checkmark in the box for each task after each item has been completed. Do not mark an item if it was not completed.

Section	Task	Initials
Starting Shift Tasks	<input type="checkbox"/> Retrieve full stocked cart and gather any remaining supplies <input type="checkbox"/> Sign out Keys	
Lobby / Vestibule Areas	<input type="checkbox"/> Dust and straighten all furniture, lamps, pictures <input type="checkbox"/> Wipe down window sills <input type="checkbox"/> Wipe down glass on all entrance doors <input type="checkbox"/> Remove rugs - shake out <input type="checkbox"/> Move furniture away from the walls and windows to sweep and mop or vacuum the floor <input type="checkbox"/> Wipe down the luggage carts <input type="checkbox"/> Wipe down coffee station and re-organize contents <input type="checkbox"/> Wipe down all telephone banks	
Public Restrooms	<input type="checkbox"/> Wipe down the door and both handles <input type="checkbox"/> Take trash out <input type="checkbox"/> Wipe down inside, outside and lid of trash cans <input type="checkbox"/> Wipe down vanity / sink / faucet <input type="checkbox"/> Wipe down the mirror <input type="checkbox"/> Clean the toilet - inside stool, seat and the base <input type="checkbox"/> Sweep and mop the floor <input type="checkbox"/> Restock towels, soap, tissue and toilet paper as needed	
Elevator	<input type="checkbox"/> Vacuum carpet or sweep and mop flooring <input type="checkbox"/> Wipe down walls and stainless steel panels <input type="checkbox"/> Clean lighting panels (as needed) <input type="checkbox"/> Sweep and clean elevator tracks	

Hallways & Stairwells	<input type="checkbox"/> Spot check the Hallways - Vacuum or sweep and mop where needed <input type="checkbox"/> Check Stairwells - Vacuum or sweep and mop where needed <input type="checkbox"/> Wipe down all window sills in stairwells <input type="checkbox"/> Wipe down all window sills at end of each corridor <input type="checkbox"/> Wipe down the blinds on any windows <input type="checkbox"/> Check AC Settings and reset to 72 degrees <input type="checkbox"/> Wipe down top and sides of all vending machines. Check underneath and on sides for trash. <input type="checkbox"/> Wipe down top and sides of all ice machines. Check underneath and on sides for trash.	
Guest Laundry	<input type="checkbox"/> Take trash out <input type="checkbox"/> Wipe inside and outside of trash can <input type="checkbox"/> Wipe down folding table <input type="checkbox"/> Wipe down the outsides of all machines <input type="checkbox"/> Check Vending machines and make sure they are full <input type="checkbox"/> Check and clean the insides of the machines <input type="checkbox"/> Check and clean the lint trap in the dryer <input type="checkbox"/> Sweep and mop the tile floor	
Fitness Room	<input type="checkbox"/> Take trash out <input type="checkbox"/> Wipe inside and outside of trash can <input type="checkbox"/> Wipe down machines <input type="checkbox"/> Turn TV on to CNN <input type="checkbox"/> Vacuum carpet <input type="checkbox"/> Stock towels and cups as needed <input type="checkbox"/> Wipe down mirrors and windows	
Pool Area	<input type="checkbox"/> Take trash out <input type="checkbox"/> Wipe down tables and chairs <input type="checkbox"/> Stock towels <input type="checkbox"/> Clean the windows	
Meeting of Conf. Rooms	<input type="checkbox"/> Wipe down all furniture <input type="checkbox"/> Vacuum carpet or sweep and mop floors	
End of Shift Tasks	<input type="checkbox"/> Clean and restock cart for next <input type="checkbox"/> Make sure all areas are locked and secured	

Check with your supervisor when you have finished this list. They will inspect your work before you are allowed to leave for the day.