**Check-list for housekeeping**

[ ]  Open the curtains and windows to let fresh air in.

[ ]  Remove all dirty laundry and replace it with clean.

[ ]  Remove all trash.

[ ]  Replace used glasses with clean ones. Make sure to polish wine glasses.

[ ]  Check the tea and coffee making facilities:

* Put clean cups
* Clean the tray
* Fill up on coffee, tea, sugar and milk

[ ]  Check the closet:

* Dust the shelves
* Make sure that everything is in place (e.g. coat hangers, extra pillows, blankets, iron)

[ ]  Put everything back in place:

* Books and brochures
* Extra pillows
* Remote control

[ ]  Make the bed(s) and arrange pillows.

[ ]  Polish all mirrors with a clean cloth. Make sure not to leave streaks.

[ ]  Clean the bathroom:

* Clean and sanitize the sink, shower/bathtub, faucet handles and toilet with a proper cleaning product, each with a separate cloth.
* Make sure to clean and sanitize the space around the toilet.
* Remove hair from drains.
* Fill up on/replace bathroom amenities, soaps and toilet paper.
* Put clean towels in place.
* Clean the floor. Make sure to get the dirt out from corners and the area surrounding/behind the toilet.
* Clean tiles where needed (e.g. around the toilet and sink).
* Check for limescale and remove if necessary.

[ ]  Dust with a damp cloth:

* Tables
* Window sills
* Lamps
* Luggage rack
* Bed frame
* TV
* Frames
* Doors
* Handles and knobs
* Phone
* Remote control

[ ]  Vacuum and clean all floors. Make sure to clean under:

* Chairs
* The bed
* Tables
* Curtains
* Behind the door

[ ]  Make sure to check other amenities, where applicable.

* Empty and clean the fridge
* Clean the microwave
* Restock items in the mini-bar and make sure it is clean

[ ]  Check all lights and replace bulbs if necessary, or ask the janitor to do so.

[ ]  Label lost and found items with the date and room number before putting them in the lost and found section (e.g. reception).

* If the cleaning product you are using does not desinfect, it is important that you wipe surfaces again with a desinfectant.
* After you have cleaned a room, make sure to take a good look at the room to see if there is anything you might have missed.