**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.