

Hotel and event venue cleaning: what we clean

Take this through the lobby, function rooms and back of house, ticking each one.

Property or venue _____ Address _____

Walked by _____ Date _____

Lobby, overnight in sections

- ☐ Entry glass and door hardware
- ☐ Front desk face and counters
- ☐ Lounge seating
- ☐ Elevator landings
- ☐ Public restrooms off the lobby
- ☐ Entry tile and stone scrubbed and burnished on a cycle

Daytime porter

- ☐ Restrooms restocked
- ☐ Smudges off the glass
- ☐ Coffee station wiped
- ☐ Bins emptied before they overflow

Touch points each night

- ☐ Door pulls
- ☐ Elevator buttons
- ☐ Restroom fixtures

Ballrooms and meeting rooms after an event

- ☐ Carpet vacuumed wall to wall and spills spotted
- ☐ Chair rows and stage edges dusted
- ☐ Pre-function corridors and coat check reset
- ☐ Nearby restrooms brought back to full
- ☐ Reset after each session on multi-day events

Floors between bookings

- ☐ Ballroom and corridor carpet extraction
- ☐ Dance floors and tile foyers
- ☐ Marble or terrazzo cleaned and polished

Back of house

- ☐ Staff break rooms and locker rooms
- ☐ Employee entrance and service corridors
- ☐ Sales and administrative offices
- ☐ Loading dock
- ☐ Staff kitchens and restrooms

Refreshes and renovations

- ☐ Post-construction cleaning of vents, ledges and glass
- ☐ Fixtures and floors brought to guest-ready

Notes
