PETPOOJA

CHECKLIST

Hotel Housekeeping Checklist for Indian Hotels

Room inspection, public area cleaning, bathroom standards, laundry tracking, pest control, and safety compliance. Daily, weekly, and monthly task schedules for housekeeping supervisors and managers.

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Daily, weekly, monthly tasks

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FSSAI
Food Area Compliance
Schedule 4 requirements

01 Guest Room Inspection

Daily room check before guest check-in or after checkout

18	30 min	12-14
Inspection Points	Avg Turnover Time	Rooms per Attendant
FHRAI recommended standard	*Industry benchmark per room*	*Per 8-hour shift (budget/midscale)*

Bed and Linen

- ✓ **Bed linen changed and fresh sheets tucked with hospital corners** — Daily
  Check for stains, tears, or discolouration. Every checkout requires a full linen change. Stay-over rooms get fresh linen every 2 days or on request.
- ✓ **Pillows fluffed, pillow covers replaced, correct count placed**
  Standard: 2 pillows per guest. Premium rooms: 4 pillows. Check pillow protectors for yellowing or damage.
- ✓ **Mattress protector checked for stains or damage**
  Replace immediately if stained. Flip mattress monthly. Log mattress age in the inventory register.
- ✓ **Blanket or duvet clean, folded, and placed correctly**
  Inspect for hair, stains, or odour. Dry-clean duvets every 2 weeks. Woollen blankets as per season.
- ✓ **Bed skirt or valance in position, no wrinkles**
  Check that the bed base isn't visible from any angle. Replace torn valances immediately.

Room Cleaning and Surfaces

- ✓ **All surfaces dusted: bedside table, desk, TV unit, wardrobe top** — Daily
  Run a white glove test on hard-to-reach surfaces. Don't forget the top of the wardrobe, AC vents, and window ledges.
- ✓ **Floor vacuumed or mopped, no hair or debris visible**
  Carpet rooms: vacuum in one direction for even lines. Hard floor: mop with appropriate cleaner. Check under the bed and behind furniture.
- ✓ **Windows and glass surfaces streak-free**
  Clean with glass cleaner and microfibre cloth. Check window tracks for dust accumulation. Curtains hanging evenly.
- ✓ **Curtains and blinds dust-free, operating correctly**
  Open and close to verify mechanism works. Blackout curtains must block light completely. Report any broken tracks or hooks.
- ✓ **Wardrobe interior clean, hangers counted and evenly spaced**
  Standard: 6-8 hangers (mix of wooden and clip type). Check for musty smell. Place laundry bag, shoe shine kit, and extra blanket.
- ✓ **Waste bins emptied, fresh bin liners placed**
  Two bins per room: one at desk, one in bathroom. Use correct liner size. No visible stains on bin exterior.

Amenities and Equipment

- ✓ **TV remote working, batteries checked, channels tuned** — Daily
  Test the remote before placing it. Wipe with disinfectant. Verify hotel info channel is set as default.
- ✓ **AC or fan working, set to default temperature (24 C)**
  Run the AC for 2 minutes to confirm cooling. Check for unusual noise or odour. Clean AC filter weekly.

- ✓ **All lights and switches functional, correct wattage bulbs**
  Test every switch: bedside lamps, bathroom light, corridor light, reading light. Replace blown bulbs before room is released.

- ✓ **Minibar stocked, items not expired, temperature correct**
  Check expiry dates on every item. Restock per the standard list. Verify fridge temperature is 2-5 C. Log consumption.

- ✓ **Stationery set complete: notepad, pen, feedback form, hotel directory**
  Branded stationery placed neatly. Room service menu current. Wi-Fi password card present.

- ✓ **Complimentary water bottles placed (sealed, not expired)**
  2 bottles per room (500ml or 1L depending on hotel policy). Check seal integrity. Place on the desk or bedside table.

- ✓ **Electric kettle clean, tea/coffee kit replenished**
  Kettle must be empty, dry, and clean inside. Sachets: 2 tea, 2 coffee, 4 sugar, 2 creamer. 2 cups and spoons.

02 Bathroom Inspection

Hygiene standards for guest bathrooms

100%	8	3
Disinfection Required	Touchpoints to Sanitise	Towel Sets per Guest
Every checkout and daily for stay-overs	*Flush, taps, handles, switches*	*Bath, hand, face towel*

- ✓ **Toilet bowl, seat, and exterior cleaned and disinfected** — Daily
  Use toilet-specific disinfectant. Scrub inside the bowl with a brush. Wipe the seat, lid, base, and behind the toilet. No limescale or stains visible.
- ✓ **Washbasin and counter spotless, drain flowing freely**
  Remove hair from the drain. Polish the tap and faucet until streak-free. Wipe the mirror above the basin. No water spots on the counter.
- ✓ **Shower area or bathtub scrubbed, no soap scum or mould**
  Check grout lines for mould. Scrub shower floor with anti-fungal cleaner. Verify showerhead pressure is adequate. No hair in the drain.
- ✓ **Mirror clean and streak-free**
  Use glass cleaner with a dry microfibre cloth. Check for any black spots or delamination. Report damaged mirrors for replacement.
- ✓ **Towels replaced: bath towel, hand towel, face towel per guest**
  Fold neatly on the towel rack or roll decoratively. Check for fraying edges or stains. White towels only, no discolouration.
- ✓ **Bath mat placed, clean and dry**
  Replace after every checkout. Stay-over rooms: replace daily. Anti-slip mat inside the bathtub or shower if applicable.
- ✓ **Toiletries replenished: soap, shampoo, conditioner, body wash**
  Branded dispensers or sachets as per hotel standard. Check that dispensers aren't empty or clogged. Place neatly on the counter or shower shelf.
- ✓ **Toilet roll on holder (folded triangle), plus one spare**
  First roll on the holder, spare underneath or in the cabinet. Fold the first sheet into a triangle to show the room has been serviced.
- ✓ **Exhaust fan working, no musty odour**
  Turn on the fan, verify it runs quietly. Clean the fan grille weekly. Report any burnt-out exhaust fans immediately.
- ✓ **All taps, flush, and shower functioning without leaks**
  Run each tap for 5 seconds. Check under the basin for drips. Flush the toilet and verify it refills properly. Report leaks to maintenance.
- ✓ **Bathroom door lock working from inside**
  Test the latch and lock from inside. The door should close properly without sticking. Safety concern if lock is faulty.

03 Public Area Housekeeping

Lobby, corridors, elevators, restaurant, and common areas

Lobby and Reception

- ✓ **Lobby floor mopped and polished, no wet patches** — Every 2 hrs
  Mop every 2 hours during peak times. Use wet floor signs. Marble or granite floors need pH-neutral cleaner only.
- ✓ **Reception desk clean, brochures and forms organised**
  Wipe the counter every hour. Ensure pens work, registration forms are stocked, and the desk is clutter-free.
- ✓ **Lobby furniture dust-free, cushions arranged**
  Vacuum upholstered furniture daily. Wipe leather or wooden furniture. Straighten cushions after each guest use.
- ✓ **Entrance glass doors and windows spotless**
  Clean both sides twice daily. Fingerprint marks on glass doors are the first thing guests notice.
- ✓ **Indoor plants watered, dead leaves removed**
  Check soil moisture daily. Remove yellowing or dead leaves. Wipe large leaves with a damp cloth for shine.

Corridors, Elevators, and Staircases

- ✓ **Corridor carpet vacuumed or floor mopped** — 2x Daily
  Full corridor vacuum twice daily. Spot-clean stains immediately. Check for loose carpet edges or broken tiles.
- ✓ **Elevator cabin cleaned: walls, mirror, floor, buttons**
  Wipe elevator buttons with disinfectant every 2 hours. Clean the mirror and floor. Check for scratches on the walls. No odour.
- ✓ **Staircase handrails wiped, steps dust-free**
  Mop steps daily. Wipe handrails with disinfectant. Check for loose tiles or damaged anti-slip strips.
- ✓ **Corridor lights functional, no flickering bulbs**
  Walk every corridor during your shift. Report and replace flickering or dead lights immediately.
- ✓ **Fire extinguishers visible and accessible, not blocked** — Safety
  Check that extinguishers are in their designated spots. No housekeeping carts or luggage blocking access.
  National Building Code 2016, Part 4

Restaurant and Dining Areas

- ✓ **Tables wiped and sanitised between guests** — After each use
  Use food-safe sanitiser. Replace table mats or cloth if stained. Cutlery and crockery set only after sanitising.
- ✓ **Chairs and booths free of crumbs, cushions clean**
  Vacuum or wipe down seating after every meal service. Check under the table and booth seats for debris.
- ✓ **Buffet area clean, sneeze guards in place** — FSSAI
  Sneeze guards are mandatory per FSSAI Schedule 4. Wipe serving stations between refills. Remove spills immediately.
  FSSAI, Food Safety and Standards (Licensing and Registration) Regulations, Schedule 4
- ✓ **Restaurant floor mopped after each meal service**
  Use hot water with food-grade floor cleaner. Pay attention to high-traffic areas and near buffet stations.
- ✓ **Washrooms near restaurant cleaned after peak hours**
  Restaurant washrooms need cleaning after breakfast, lunch, and dinner rush. Restock soap, tissue, and hand sanitiser.

04 Laundry and Linen Management

Linen inventory, laundry cycles, and quality control

3x	60-65 C	24 hrs
Linen Par Stock	Wash Temperature	Guest Laundry TAT
3 sets per bed (in use, in laundry, reserve)	*Minimum for disinfection*	*Standard turnaround time*

- ✓ **Soiled linen sorted by type: bed linen, towels, restaurant, uniforms** — Daily
  Separate immediately. Never mix heavily soiled linen with lightly soiled. Use colour-coded bags: white for bed linen, blue for towels, green for restaurant, red for stained or damaged.
- ✓ **Linen count at shift start matches the inventory register**
  Count clean linen received from laundry. Compare against what was sent. Report discrepancies to the Linen Supervisor within the shift.
- ✓ **Stained or damaged linen separated and tagged for inspection**
  Don't send torn or permanently stained linen back into rotation. Tag it, record the room number, and send to the Linen Supervisor for write-off or repair.
- ✓ **Guest laundry collected, tagged with room number and item count**
  Double-check the laundry slip against actual items. Note any existing damage or stains on the slip. Return within the promised turnaround time.
- ✓ **Laundry machines running at correct temperature (60-65 C minimum)** — Quality
  Below 60 C won't kill bacteria effectively. Check the machine temperature display. Log the reading daily.
- ✓ **Ironed linen inspected for stains before returning to floor stock**
  Random-check 10% of ironed linen per batch. Any stain missed in washing gets caught here. Re-wash if needed.
- ✓ **Linen storage room clean, shelves labelled, FIFO rotation followed**
  First In, First Out: oldest stock goes to floors first. Label each shelf by linen type. Keep the room dry and well-ventilated to prevent mildew.
- ✓ **Monthly linen inventory audit completed** — Monthly
  Physical count of all linen across rooms, laundry, and storage. Compare against the master inventory. Calculate the loss percentage. Industry average: 5-8% annual attrition.

05 Safety and Emergency Preparedness

Fire safety, chemical handling, and guest safety equipment

ABC	MSDS	6 mo
Extinguisher Type	Required for All Chemicals	Fire Drill Frequency
Required for hotel common areas	*Factories Act 1948, Section 7A*	*National Building Code 2016*

Fire Safety

- ✓ **Fire extinguishers checked monthly, service date current** — Monthly
  Verify the pressure gauge is in the green zone. Check the last service date tag. Extinguishers need professional servicing annually and hydrostatic testing every 5 years.
  National Building Code 2016, Part 4, Fire and Life Safety

- ✓ **Emergency exit routes clear, signage illuminated** — Daily
  Walk every exit route. No furniture, housekeeping carts, or storage blocking the path. Exit signs must be lit 24/7. Report any burnt-out exit lights.

- ✓ **Smoke detectors in rooms and corridors functional**
  Coordinate with engineering for quarterly testing. Report any detector with a blinking fault light immediately. Never allow guests or staff to disable smoke detectors.

- ✓ **Fire evacuation plan displayed on each floor and in every room**
  Usually on the back of the room door. Check it's legible and not faded. Floor plan must show 'You Are Here', nearest exits, and assembly point.

- ✓ **Staff aware of fire assembly point and evacuation procedure** — 6-Monthly
  Every housekeeping staff member should know: nearest fire alarm pull station, location of extinguishers, evacuation route, and assembly point. Conduct drills every 6 months.

Chemical Safety and Handling

- ✓ **Cleaning chemicals stored in locked, ventilated area** — Safety
  Never store chemicals in guest areas, corridors, or unlocked trolley compartments. Keep away from food storage. The chemical store needs ventilation and a spill kit.

- ✓ **Material Safety Data Sheets (MSDS) available for all chemicals**
  Every cleaning chemical must have an MSDS on file. Staff should know where to find it. Key info: first aid measures, spill cleanup, PPE required.
  Factories Act 1948, Section 7A

- ✓ **Staff trained on correct dilution ratios and PPE usage**
  Over-concentrated chemicals damage surfaces and harm skin. Under-diluted chemicals don't clean properly. Gloves mandatory for all chemical handling.

- ✓ **No chemicals transferred to unmarked containers**
  If you pour bleach into a spray bottle, label it. Unmarked bottles are a poisoning hazard. This is a common violation found during inspections.

Guest Safety Equipment

- ✓ **Room safe working, instructions card present**
  Test the safe with the master code or override key. Ensure the instruction card is inside the wardrobe. Report malfunctioning safes to maintenance.

- [ ] **Door chain, deadbolt, and peephole functional in every room**
  Test the chain, deadbolt, and peephole during room inspection. Guest safety is non-negotiable. Report any issues before releasing the room.

- [ ] **Emergency contact numbers displayed near the room telephone**
  Front desk, security, fire, ambulance, police. Placed on the bedside card or telephone base. Verify numbers are current.

06 Pest Control and Hygiene Audit

Pest management, deep cleaning schedules, and hygiene standards

Monthly	Weekly	Zero
Pest Control Frequency	Deep Cleaning Cycle	Tolerance for Pests
FSSAI requirement for food establishments	*Per area on rotation*	*Guest areas: no exceptions*

- ✓ **Pest control treatment conducted monthly in all areas** — Monthly
  Covers guest rooms, kitchen, storage, laundry, and garbage area. Use FSSAI-approved pesticides only. Maintain a pest control register with dates, areas treated, and chemicals used.
  FSSAI Schedule 4, Part V: Sanitary and Hygiene Requirements

- ✓ **No evidence of pests in guest rooms, corridors, or public areas**
  Check behind furniture, under beds, bathroom corners, and curtain folds for cockroaches, ants, or rodent droppings. Any sighting = immediate deep clean + pest treatment for the room.

- ✓ **Garbage collection area cleaned daily, bins covered at all times** — Daily
  Wet and dry waste separated. Bins must have tight-fitting lids. Clean the garbage room floor with disinfectant daily. Check for foul odour.

- ✓ **Kitchen and food storage areas pass hygiene spot-check**
  No food left uncovered. Storage at correct temperatures (refrigerator 2-5 C, freezer below -18 C). FIFO labelling on all items. No expired products.
  FSSAI Schedule 4

- ✓ **Deep cleaning schedule followed: carpets, upholstery, AC ducts** — Weekly rotation
  Carpets: shampooed monthly. Upholstery: steam-cleaned quarterly. AC ducts: cleaned every 6 months. Maintain a deep cleaning log with dates and areas covered.

- ✓ **Water tanks cleaned and tested every 6 months**
  Overhead and underground tanks must be cleaned and disinfected semi-annually. Get a water quality test report from an approved lab. Display the latest report.
  BIS IS 10500:2012 (Drinking Water Standard)

- ✓ **Pest control register maintained with contractor certificates**
  Record: date of treatment, areas covered, chemicals and concentrations used, pest control operator licence number. Keep contractor's pest management licence copy on file.

- ✓ **Housekeeping staff health check-up completed** — Annual
  Staff handling food areas or laundry should have annual medical check-ups. Maintain health cards. Report any communicable illness immediately.
  FSSAI Schedule 4, Part II

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