Housekeeping of accommodation checklist (daily)

This checklist has been developed to assist park operators with identifying and addressing accommodation housekeeping requirements, this checklist is a generic guide and does not cover all possible hazards, risks and complia	ınce
requirements.	

Week commencing:///	Accommodation / cabin reference or no:
Instructions: Initial the checklist items as you complete them	, NA items not relevant, note down any actions issues (report all safety / maintenance issues).

Inspection and task checklist:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Comments / issues / actions:
Gather all cleaning supplies (gloves, bags, cleaning agents, vacuum, mop, dust pan) and linen								
Is the accommodation areas including stairs, rails, floors, walls and furniture free from damage.								
Is electrical equipment and outlets free from damage and in working order.								
Is all lighting working and free from flickering.								
Have mirrors been cleaned and are streak free.								
Have all surfaces and common touch points been cleaned.								
Have bed sheets, pillow cases, doonas and towels need replaced with clean ones.		SAMPLE	- INTENT	IONALLY	FADED			
Have cooking appliances and utensils been inspected and cleaned.								
Has the oven and range hood grease filters been inspected and cleaned.								
Has the dishwasher and fridge been emptied and cleaned								
Have floor areas been swept and mopped.								
Have toilet and bathroom areas been cleaned and disinfected.								

Inspection and task checklist:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Comments / issues / actions:
Have toilet paper, soap, shampoo, conditioner, tea, coffee and other supplies been restocked.								
Has rubbis and soiled linen been removed from the accommodation.								
Have maintenance requirements been reported and recorded can the maintenance log.		SAMPLI	E - INTEN	TIONALLY	/ FADED			
Have any safety issues been identified which requires the accommodation to be removed from services.								
Has a final check been conducted to ensure the accommod ation is clean and in good condition.								

comments: