

Month: _____

Dates (Sun - Sun.): _____

Cobblestone Inn & Suites



Trash Cans

- CLEAN ALL EXTERIOR TRASH CANS INSIDE AND OUTSIDE OF THEM
- CLEAN PUBLIC BATHROOM TRASH CANS INSIDE AND OUTSIDE
- CLEAN COFFEE TRASH CANS INSIDE AND OUT
- CLEAN GARBAGE AND RECYCLING TRASH CANS BY BAR SINK INSIDE AND OUT
- CLEAN LOUNGE GARBAGE CANS INSIDE AND OUTSIDE

Marketplace

- WIPE AND DUST TOP OF MARKETPLACE FRIDGE AND FREEZER
- REMOVE ALL ITEMS FROM SHELVING AND CLEAN
- CLEAN OUT PIZZA MAKER, CHECK OFTEN
- WIPE AND CLEAN ALL CABINETS

Water Drains

- | | |
|---|--|
| <input type="checkbox"/> HVAC ROOM | <input type="checkbox"/> MARKETPLACE |
| <input type="checkbox"/> MECHANICAL ROOM | <input type="checkbox"/> ICE MACHINE |
| <input type="checkbox"/> KITCHEN AREA | <input type="checkbox"/> GUEST LAUNDRY |
| <input type="checkbox"/> PUBLIC RESTROOMS | |

Breakfast/Lounge

- WIPE DOWN TOP OF MINI FRIDGE IN BREAKFAST AREA
- WIPE DOWN TOP OF JUICE MACHINE
- PULL FRIDGE AND FREEZER FORWARD AND SWEEP AND MOP BEHIND
- CLEAN ON TOP OF FRIDGE AND FREEZER
- CLEAN COFFEE POT TABLE IN KITCHEN-EMPTY OFF AND CLEAN UNDER IT
- CLEAN COFFEE MAKER WATER SPOUT FROM SPLASH UP
- CLEAN UNDER COUCH AND CHAIRS IN BREAKFAST/LOUNGE, ALL CUSHIONS
- SCOUR DRAINS AND SINK ON ALL 4 COMPARTMENT SINKS IN KITCHEN
- SCOUR DRAINS AND HAND WASHING SINKS
- CLEAN AIRPOTS- CLEAN THE METAL STRAW INSIDE OF THE POTS
- WIPE AND CLEAN ALL CABINETS
- DISASSEMBLE LOUNGE COFFEE STATION AND CLEAN UNDERNEATH
- DUST BLINDS IN BREAKFAST AREA
- CLEAN WINDOWS IN BREAKFAST AREA
- CLEAN AND DEFROST KITCHEN REFRIGERATOR & FREEZER
- CLEAN DRIP PAN UNDER KITCHEN FREEZER
- CLEAN AND DEFROST BREAKFAST MILK/YOGART REFRIGERATOR
- CLEAN INSIDE OF JUICE MACHINE & JUICE TAPS - SOAK & SANITIZE

Lobby

- RUBBER EDGES OF ALL RUGS CLEANED WITH A DAMP CLOTH
- CLEAN UNDER COUCH AND CHAIRS IN LOBBY, AS WELL AS ALL CUSHIONS
- DISASSEMBLE LOBBY COFFEE SERVICE STATION AND CLEAN UNDERNEATH
- WIPE AND CLEAN ALL CABINETS (INSIDE AND OUT)
- WIPE DOWN ALL METAL TRIM AROUND EXTERIOR SLIDING DOOR
- WIPE ALL TRIM IN THE HALLWAYS - VINYL STRIPS -EDGES-AND TRIM
- WIPE DOWN ALL ROOM SIGN ON ALL FLOORS
- DUST BLINDS IN LOBBY & ALL FLOORS
- CLEAN WINDOW IN ALL PUBLIC AREAS

Fitness Center/Guest Laundry/Meeting Room

- VACUUM MEETING ROOM
- DUST BLINDS AND WASH WINDOWS
- WIPE AND CLEAN ALL CABINETS IN MEETING ROOM (INSIDE AND OUT)
- WIPE DOWN FOLDING TABLE IN GUEST LAUNDRY ROOM
- WIPE DOWN ALL FITNESS CENTER EQUIPMENT WITH SANITIZER
- SWEEP AND MOP FITNESS CENTER AND GUEST LAUNDRY

Please initial each task that you check off.



*** Teamwork Makes the Dream Work! - At our hotel we take pride in providing a clean and comfortable stay from the moment our guests walk through the doors. Keeping our hotel clean is a team effort! When everyone pitches in and helps with this cleaning checklist we ensure each guest experience is the best possible. Please ensure each shift is completing a list of tasks as time allows and complete these tasks weekly. Each time a task is completed, initial the item was complete so your fellow team members know they can move onto a task that is still needing completed. Thank you for all that you do!**