

AM HOUSEPERSON CHECKLIST

NAME	DATE
1.) Clock in and record on time sheet	6.) Take 30 minute lunch (CLOCK IN/OUT)
2.) Check out Keys, Radio, & iPod from front desk	7.) Continue daily checklist
3.) Log into Quore on the iPod	8.) End of day-turn in keys, radio & iPod
4.) Check with front desk for any information about the day	9.) Pass any information onto PM Houseperson
5.) Begin daily check list	10.) Clock out and record on time sheet
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OUTSIDE PERIMETER WALK	LOBBY
Pick up debris (Trash, Cigarette Butts, etc)	Dust
Pick up trash around dumpsters	☐ Vacuum - All Rugs and Carpets
Check all trash bins outside and empty	Sweep & Mop
OUTSIDE PATIO	Clean all windows
Straighten Chairs and tables	LOBBY RESTROOMS (Mens & Womens)
Clean all chairs and tables	Empty Trashes
Pick up debris (Trash, Cigarette Butts, etc)	Clean toilets
Clean BBQ Grill	Clean mirrors
POOL (On a regular basis)	Stock all products (Toilet paper & Paper Towels)
Stock towels	Sweep & Mop
Remove soiled towels	HOUSEKEEPING LINEN CLOSETS
Clean and stock restrooms and shower	Clean and organize closets
Fill shampoo and soap in shower	Empty trash
Straighten chairs	<u>OTHER</u>
Sweep ALL corners	Deliver guest requests as needed
GUEST LAUNDRY	Assist guests with luggage
Empty trash	Report any maintenance issues
Clean in, out, behind, and under machines	Dusting!!! (All around property)
Wipe table down Sweep and mop	Special projects (As noted in Quore)
FITNESS CENTER	NOTES
Clean and organize all equipment	NOTES
Empty trash	
Empty dirty gym towels & trash	
Stock gym wipes, gym towels, and water cups	
Sweep and mop	
PARLOR ROOM	-
Clean all tv's, tables, and shelves	
Vacuum floor & under couch cushions	
Empty trash	
ADMINISTRATION OFFICE	
Empty Trashes & Recycle bins	
Vacuum	
GUEST ROOM CORRIDOORS	
Vacuum (After 10am)	
Remove marks from walls	
Dust all elevator landing	
Empty trash on Elevator landing	
GUEST ELEVATORS	
Vacuum	
Clean Tracks	- <u></u>
Clean Walls (Metal Cleaner)	

ALL ITEMS MUST BE COMPLETED ON A DAILY BASIS! IF YOU CANNOT COMPLETE THESE TASKS YOU MUST LET YOUR MANAGER OR SUPERVISOR KNOW. PLEASE GIVE CHECKLIST TO MANAGER OR SUPERVISOR AT THE END OF YOUR SHIFT. THANK YOU FOR ALL YOUR HELP!!