

PM 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.) Ensure Quore/front desk requests are clear
4.) Check with AM Houseperson for any information about the day	
5.) Begin daily check list	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	Sweep and mop
Sweep ALL corners	Bring down kitchen dishes
GUEST LAUNDRY	Fill room attendants chemical bottles
Empty trash	OTHER
Clean in, out, behind, and under machines	Deliver guest requests as needed
Wipe table down	Assist guests with luggage
Sweep and mop	Report any maintenance issues
FITNESS CENTER	Dusting!!! (All around property)
Clean and organize all equipment	Special projects (As noted in Quore)
Empty trash	opecial projects (As noted in Quote)
Empty dirty gym towels & trash	NOTES
Stock gym wipes, gym towels, and water cups	NOTES
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	
BOARD ROOMS & BANQUET ROOMS	
Empty Trashes	
Vacuum (If needed)	
STAIR WELLS	
Vacuum (If needed)	
GUEST ELEVATORS	
Vacuum	
Clean Tracks	
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!!