

OVERNIGHT HOUSEPERSON CHECKLIST

NAME	DATE
OUTSIDE PERIMETER WALK	HOUSEKEEPING LINEN CLOSETS
Check all trash bins outside and empty	Clean and organize closets
Check property for any suspicious activity	Empty trash
**Do not engage-Call Police	Sweep and mop
OUTSIDE PATIO	Bring down kitchen dishes
Straighten Chairs and tables	Stock room attendants carts
Pick up debris (Trash, Cigarette Butts, etc.)	Fill room attendants checmical bottles
POOL (If not already done)	<u>OTHER</u>
Stock towels	Deliver guest requests as needed
Remove soiled towels	Assist guests with luggage
Clean and stock restrooms and shower	Report any maintenance issues
Fill shampoo and soap in shower	Dusting!!! (All around property)
Straighten chairs	Special projects (As noted in Quore)
Sweep and mop	
GUEST LAUNDRY (If not already done)	The evernight househorsen is mainly
Empty trash	The overnight houseperson is mainly
Clean in, out, behind, and under machines	responsible for the housekeeping storage
Wipe table down	closets. Ensure that the closets are clean and
Sweep and mop	neatly organized and to report to the Director of
FITNESS CENTER (If not already done)	Housekeeping if any supplies are needed.
Clean and organize all equipment	3 3 7 1 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
Empty trash	
Empty dirty gym towels & trash	The overnight houseperson is also responsible
Stock gym wipes, gym towels, and water cups	in helping the overnight front desk agent to
Sweep and mop	
PARLOR ROOM	protect the assets, the guests, and one another
Ensure parlor is closed and clean for the evening	from any persons with ill intent.
ADMINISTRATION OFFICE	
Empty Trashes & Recycle bins	**NOTES**
Vacuum	
STAIR WELLS	
Monitor for unregistered guests & suspicious activity	
GUEST ELEVATORS	
Clean Tracks	
Clean Walls (Metal Cleaner)	
LOBBY (If not done already)	
Dust	
Vacuum - All Rugs and Carpets	
Sweep & Mop	
Clean all windows	
LOBBY RESTROOMS (Men's & Women's)	
Empty Trashes	
Clean toilets	
Clean mirrors	
Stock all products (Toilet paper & Paper Towels)	
Sweep & Mop	

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!!