



Weekly Public Area Sanitation Checklist

Lobby & Reception Area

Focus on high-traffic areas, ensuring a welcoming and hygienic first impression.

General Observation Notes (Lobby)

Write something...

Floor Spot Cleaning (Number of Spots Addressed)

Enter a number...

Furniture Cleanliness (Chairs, Sofas, Tables)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Attention

Lobby Surfaces Cleaned (Check All That Apply)

- ☐ Floor
- ☐ Walls
- ☐ Windows
- ☐ Reception Desk
- ☐ Artwork/Displays

Reception Desk Area - Overall Cleanliness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Attention

Number of Brochure/Magazine Replacements

Enter a number...

Time of Last Dusting/Polishing

Corridors & Hallways

Check for cleanliness and safety, paying attention to carpets, walls, and lighting.

Carpet Spot Cleaning (Number of Spots Treated)

Enter a number...

Details of any Stain Removal/Deep Cleaning Performed

Write something...

Floor Type

- ☐ Carpet
- ☐ Tile
- ☐ Hardwood
- ☐ Other

Wall Cleaning - Condition

- ☐ Clean
- ☐ Minor Marks
- ☐ Significant Marks/Stains

Number of Burned-Out Light Bulbs Replaced

Enter a number...

Hallway Obstructions Cleared (Select all that apply)

- ☐ Boxes
- ☐ Carts
- ☐ Equipment
- ☐ Debris
- ☐ None

Handrail Condition

- ☐ Clean
- ☐ Minor Dust
- ☐ Requires Cleaning

Elevators & Escalators

Maintain cleanliness and functionality of vertical transportation systems.

Number of Elevators/Escalators Inspected

Enter a number...

Presence of Odors (Select all that apply)

- ☐ None
- ☐ Mild
- ☐ Moderate
- ☐ Strong
- ☐ Unidentified

Visible Debris (Select all that apply)

- ☐ None
- ☐ Dust/Lint
- ☐ Food Particles
- ☐ Trash/Paper
- ☐ Other (Specify in LONG_TEXT)

Specify 'Other' Debris (if applicable)

Write something...

Stain Count (Floor/Walls)

Enter a number...

Escalator Tread Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Maintenance

Emergency Call Buttons Functional?

- ☐ Yes
- ☐ No

Notes/Comments (e.g., maintenance requests)

Write something...

Restrooms (Public)

Critical for hygiene and guest satisfaction - rigorous cleaning and restocking are essential.

Toilet Paper Rolls Remaining (per stall)

Enter a number...

Hand Soap Dispenser Fill Level (%)

Enter a number...

Paper Towel/Hand Dryer Functionality (1-5, 5=Excellent)

Enter a number...

Mirror Cleanliness (Spot Free?)

☐ Yes

☐ No

Floor Dryness (No Standing Water?)

☐ Yes

☐ No

Notes on any Issues/Repairs Needed (e.g., leaking faucet, clogged toilet)

Write something...

Trash Can Liner Present & Full?

☐ Yes

☐ No

Air Freshener Dispenser Functioning?

☐ Yes

☐ No

Date of Last Deep Clean (if applicable)

Enter date...

Dining Areas & Breakfast Room

Focus on table cleanliness, floor sanitation, and overall food safety standards.

Table Wipe-Down Count

Enter a number...

Chair Cleaning Count

Enter a number...

Floor Condition

- ☐ Clean
- ☐ Minor Debris
- ☐ Significant Debris
- ☐ Sticky Residue
- ☐ Wet

Buffet Area Cleanliness (if applicable)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Notes on Spills/Stains & Actions Taken

Write something...

Highchair Sanitization

- ☐ All Highchairs Sanitized
- ☐ Some Highchairs Sanitized
- ☐ Highchairs Not Sanitized

Salt/Pepper/Sugar Refills

Enter a number...

Outdoor Areas (Patio, Terrace, Pool Deck)

Address debris, furniture cleaning, and general upkeep of external spaces.

Debris Removal - Volume (gallons/bags)

Enter a number...

Debris Types Removed (select all that apply)

- ☐ Leaves
- ☐ Twigs/Branches
- ☐ Trash/Litter
- ☐ Pet Waste
- ☐ Other (Specify in Long Text)

If 'Other' Debris Type Selected, please specify:

Write something...

Furniture Cleaning - Number of Chairs/Tables cleaned

Enter a number...

Describe any significant furniture cleaning performed (e.g., mold, stains)

Write something...

Pool Water Chemistry (if applicable) - Within acceptable range?

☐ Yes

☐ No

If Pool Chemistry 'No' selected, describe corrective actions taken:

Write something...

Pest Control Measures Observed?

☐ Yes

☐ No

If Pest Control 'Yes' selected, describe measures and observations:

Write something...

Stairwells

Focus on cleanliness, safety (handrails), and proper lighting.

Step Number Checked

Enter a number...

Overall Cleanliness Condition (Excellent/Good/Fair/Poor)

Write something...

Areas Requiring Attention

- ☐ Steps (Dirt/Debris)
- ☐ Handrails (Grime/Fingerprints)
- ☐ Walls (Marks/Scratches)
- ☐ Lighting (Functionality)
- ☐ Flooring (Damage/Stains)
- ☐ Emergency Lighting (Functionality)

Specific Cleaning Actions Taken (e.g., vacuumed steps, wiped handrails)

Write something...

Handrail Temperature (if indicated by policy)

Enter a number...

Date of Last Deep Cleaning (if applicable)

Enter date...

Fitness Center/Gym (if applicable)

Sanitize equipment, floors, and ensure proper ventilation.

Equipment Disinfection Count (Spray Bottles)

Enter a number...

Equipment Sanitized (Check all that apply)

- ☐ Treadmills
- ☐ Ellipticals
- ☐ Stationary Bikes
- ☐ Weight Machines
- ☐ Free Weights
- ☐ Yoga Mats
- ☐ Other (Specify in LONG_TEXT)

If 'Other' selected above, please specify equipment sanitized:

Write something...

Floor Cleaning Solution Usage (Gallons)

Enter a number...

Floor Cleaning Method

- ☐ Mopping
- ☐ Autoscrubber

Towel Dispenser Refill Count

Enter a number...

Ventilation System Check - Functioning Properly?

☐ Yes

☐ No

If ventilation system is not functioning properly, please provide details:

Write something...

Photo of Equipment Condition (Optional)

 Upload File

Business Center (if applicable)

Maintain cleanliness of computers, printers, and work areas.

Computer Screen Disinfection (Count)

Enter a number...

Notes on Printer Cleaning/Maintenance (if applicable)

Write something...

Keyboard Sanitization (Count)

Enter a number...

Paper Supply Levels (Printers)

- ☐ Adequate
- ☐ Low - Requires Reorder
- ☐ Empty - Requires Immediate Reorder

Ink/Toner Levels (Printers)

- ☐ Adequate
- ☐ Low - Requires Reorder
- ☐ Empty - Requires Immediate Reorder

Any Equipment Malfunctions Noted?

Write something...

Mouse Disinfection (Count)

Enter a number...