Hotel, inn and event venue: what we clean

Use this on a walk of the property to mark the shared spaces the plan should name.

Property _____ **Address** _____

Walked by _____ **Date** _____

Lobby and front desk

- ☐ Entry glass
- ☐ Lobby floor
- ☐ Front desk
- ☐ Stone floors cleaned with a cleaner matched to them
- ☐ Lobby porter on busy weekends

Corridors and meeting rooms

- ☐ Corridors
- ☐ Meeting rooms
- ☐ Fitness rooms
- ☐ Cleaned around check-in and checkout

Guest restrooms

- ☐ Public restroom first on every visit
- ☐ Guest restrooms cleaned around guests
- ☐ Event restrooms reset

Event and banquet rooms

- ☐ Banquet tables
- ☐ Dance floor
- ☐ Service bar
- ☐ Reset overnight or first thing next day
- ☐ Resets booked for event weekends only, if you prefer

Tasting rooms

- ☐ Bar tops
- ☐ Glass shelves
- ☐ Tasting room guest restrooms
- ☐ Same plan as the hotel or venue

Back of house and seasons

- [ ] Back offices
- [ ] Staff areas
- [ ] Added visits for summer and harvest
- [ ] Floor care for stone and concrete in winter
- [ ] Deep cleaning of event rooms in the slow months
- [ ] Post-construction cleanup after a remodel

Notes