🧼 Daily Responsibilities Checklist

Section 1: Orientation – Hospitality Cleaning Professional

Use this checklist to help you stay on track with daily responsibilities. Tick off each task as it's completed.

# 🔁 General Tasks

☐ Arrive on time, dressed in uniform

☐ Greet clients or supervisor respectfully

☐ Review cleaning schedule or client notes

☐ Check that all tools and cleaning products are stocked and safe

# 🛏️ Room-by-Room Cleaning

☐ Dust all surfaces (tables, counters, shelves)

☐ Wipe and disinfect high-touch areas (switches, handles, phones)

☐ Empty bins and replace liners

☐ Vacuum or sweep floors, then mop if needed

☐ Restock supplies (toilet paper, towels, soaps, etc.)

# 📋 End of Shift

☐ Return all equipment to proper place

☐ Clean and rinse reusable tools (mops, cloths, etc.)

☐ Report broken items, low supplies, or incidents to supervisor

☐ Log completed work or sign checklist if required

# 🌟 Remember:

Every job done with care, pride, and professionalism helps build trust and opens doors to new opportunities.