

HOUSEKEEPING TASK LIST

Professional Maintenance Log

Date: _____

Staff: _____

Kitchen	Sanitize all countertops and backsplashes	High
Kitchen	Degrease stovetop and vent hood filters	Med
Living Area	Dust electronics and high-reach surfaces	Med
Living Area	Vacuum upholstery and under cushions	Low
Bathrooms	Disinfect toilet, tub, and shower stall	High
Bathrooms	Polish mirrors and chrome fixtures	Med
Bedrooms	Launder linens and rotate mattresses	Med
Floors	Sweep, vacuum, and damp mop all hard floors	High
General	Empty all trash bins and replace liners	High

NOTES / OBSERVATIONS: