

HOLIDAY GUEST SUITE TURNOVER

DATE: _____ ATTENDANT: _____ SUITE NO:

BEDROOM & LIVING AREA

Strip all linens and laundry (sheets, pillowcases, duvet cover)
Vacuum mattress surface and rotate if necessary
Dust all surfaces, including ceiling fans and light fixtures
Clean windows, mirrors, and glass surfaces
Sanitize high-touch points (remotes, handles, light switches)

BATHROOM

Scrub and disinfect shower, tub, and wall tiles
Sanitize toilet (base, tank, and bowl)
Polish chrome faucets and hardware
Restock fresh towels (Bath, Hand, Washcloth)
Replenish holiday-themed toiletries and amenities

FINAL TOUCHES

Empty all trash bins and replace liners
Check holiday decorations/greenery for freshness
Ensure closet has empty hangers and luggage rack
Final floor care: Vacuum carpets and mop hard floors

MAINTENANCE NOTES