

Housekeeping Daily Cleaning Checklist

Task	Completed By	Time	Notes
<input type="checkbox"/> Sweep & mop floors			
<input type="checkbox"/> Dust surfaces			
<input type="checkbox"/> Empty trash bins			
<input type="checkbox"/> Clean bathrooms			
<input type="checkbox"/> Disinfect frequently touched areas			
<input type="checkbox"/> Restock supplies			
<input type="checkbox"/> Vacuum carpets/rugs			
<input type="checkbox"/> Other			