



<b>Smoking / Deep Cleaning Task Checklist</b>			
<b>Item</b>	<input checked="" type="checkbox"/>	<b>Item</b>	<input checked="" type="checkbox"/>
<b>Turn Mattresses and Change Bedsreads</b>			
Remove linens from the bed		Lift mattresses off the box springs	
Lift the box springs off the bed frame		Inspect for tears, soil spots or broken springs	
Inspect and clean the frame and headboard		Vacuum behind and inside the bed platform	
Rotate the box springs		Turn the mattress	
Vacuum the mattress cording		Inspect pillows and replace pillows that have stains	
Remake the bed with clean mattress pad, linens & bedspread		Report any damage promptly to front desk staff / general manager	
<b>Dust High Places</b>			
Dust where the wall meets the ceiling		Dust smoke detectors and sprinklers	
Dust the tops of tall furniture such as armoires		Dust light diffusers; clean with a damp cloth if needed	
Dust vents		Clean anything else above eye level	
<b>Clean Lights</b>			
Remove the shade		Use a damp cloth to clean all fixtures & shades thoroughly	
Reposition the shade			
<b>Clean Draperies, Window, Shower Curtain</b>			
Remove draperies, that need professional cleaning from drapery rods		Label draperies by room number and send them to be dry cleaned	
Use a scrubber and window cleaner to clean residue from windows and sills		To remove dust, vacuum draperies from the top down. Get into the folds, and clean the back	
Place hooks in a sealable bags		Inspect and clean pulls, hooks and rods	
Wipe window frames with a damp cloth		Work from the top down in an "S" pattern with a squeegee	

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<b>Wash Walls, Baseboards and Doors</b>			
Work from the bottom up to avoid streaks		Use a mild solution of all purpose cleaner on a soft sponge and clean gently	
Dry all surfaces with a clean cloth		Wipe switch plates, phone plugs and wall jacks	
Clean anything hanging on the wall		Clean both sides of every door, including viewers, hinges, the frame, locks and lock plates	
Clean the closet walls and luggage racks			

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<b>Clean Furniture, Upholstery</b>			
Vacuum upholstery		Use a vacuum attachment to get tight spots	
Check the manufacturer's directions before cleaning spots from upholstery		Rub upholstery spots gently with a light fabric cleaner then blot the area with a white cloth	
Clean under cushions and inspect and turn them			
<b>Wood or Laminated Furniture</b>			
Use an oil-based cleaner on wood furniture		Use all-purpose cleaner to wipe laminated furniture	
Clean all backs of all furniture		Dry with a clean cloth	
Use a cloth to wipe inside drawers		Report any drawers that don't slide smoothly	
Wipe room accessories such as the telephone			
<b>Clean Carpets</b>			
Work clockwise around the room to clean carpets		Edge the carpets with a crevice tool or a broom	
Take care of carpet spots. Use standard removal techniques depending on the type of stain		Shampoo or extract carpets by following the manufacturer's directions and equipment instructions	
Allow the carpet to dry completely before renting the room, so dirt doesn't stick to damp surfaces		Vacuum the room thoroughly	
		Reposition the furniture	

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BY CHOICE HOTELS

Replace Shower Curtains			
Remove the shower curtain / Replace with new one and reposition		Soak the hooks in soapy water	
Clean the curtain rod			

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