

# Daily Room Cleaning Task List

Date: \_\_\_\_\_

Task	Completed	Remarks
Make the bed		
Dust surfaces (tables, shelves, etc.)		
Vacuum or sweep floor		
Empty trash bins		
Wipe windows and mirrors		
Clean bathroom (sink, toilet, shower)		
Replace towels and toiletries		
Replenish supplies (toilet paper, soap)		

Cleaner Signature:

\_\_\_\_\_  
Supervisor Signature:

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