



CHECKLIST / PUBLIC AREA ATTENDANT



Shift Start

- Read the daily handover and priorities from the Housekeeping Supervisor
- Check assigned areas: lobby, corridors, elevators, public restrooms, back-of-house, meeting areas
- Prepare equipment: vacuum, microfiber cloths, cleaning products, trash bags, wet floor signs
- Check required PPE: gloves, eye protection if needed, non-slip shoes
- Make sure all products are labeled and used with the correct dilution



Public Areas

- Inspect lobby, reception area, corridors, elevators and staircases
- Remove visible litter, dust, fingerprints and marks
- Clean high-touch points: handles, elevator buttons, handrails, tables, switches
- Check entrance doors, glass surfaces and mirrors
- Straighten furniture, cushions, brochures, plants and decorative items
- Report stains, damage, odors or maintenance issues immediately



Public Restrooms

- Clean sinks, taps, mirrors, counters and dispensers
- Clean and disinfect toilets, flush buttons, handles and bins
- Refill toilet paper, soap, hand towels and other consumables
- Check floors, corners, odor, water marks and overall presentation
- Place wet floor signs when needed
- Report plumbing, lighting or supply issues to the supervisor



Floor Support and Pantries

- Keep floor pantries clean, organized and safe
- Separate clean linen, dirty linen, waste and chemicals
- Refill linen, amenities and supplies for Room Attendants when requested
- Remove dirty linen and waste according to procedure
- Never leave unlabelled products or mixed chemicals in the pantry



Guest Requests and Incidents

- Deliver guest requests when assigned: towels, pillows, amenities, baby cot, extra items
- Inform the supervisor of unusual requests or complaints
- Follow Lost & Found procedure immediately for any item found
- If bed bugs or pests are suspected: stop, close the room, inform the supervisor
- Do not discuss guest incidents in corridors or public areas



Shift End

- Clean and store equipment properly
- Empty waste and follow recycling procedures
- Report unfinished tasks, defects and urgent issues
- Hand over completed areas, pending areas and priorities to the supervisor