



FREE TEMPLATE

Housekeeping Checklist

Dorm turnover, private room turnover and the weekly deep clean, written so a new hire can run a room right on day one.

Template 2 of 3 in the Skorops hostel series | September 2026 | skorops.com/templates/housekeeping-checklist

For hostels, surf camps and small hotels where housekeeping is done by a rotating team of staff and volunteers. Three lists: the dorm turnover, the private room turnover and the weekly deep clean. Each task has an owner, a target time and a point value.

HOW TO USE THIS CHECKLIST

- **One list per room, not per shift.** A room is done or it is not. Tie the list to a room number so the dashboard shows exactly which rooms are ready.
- **The photo of the finished room is the inspection.** It takes five seconds, it trains new staff on what "done" looks like, and it settles guest complaints.
- **Times are targets for a trained person.** A new arrival will be slower for a week. Score completion, not speed, until they are up to standard.

Dorm turnover (per bed on checkout)

Target: 6 minutes per bed

TASK	OWNER	TIME	POINTS
☐ Strip the checked-out bed; bag linen by type (sheets, duvet cover, pillowcase)	Housekeeping	1 min	5
☐ Check the mattress protector for stains; swap if needed	Housekeeping	1 min	10
☐ Wipe locker inside and out; remove anything left behind and log it as lost property	Housekeeping	1 min	5
☐ Wipe bed frame, ladder, shelf and reading light	Housekeeping	1 min	5
☐ Make the bed with fresh linen; fold the towel on the pillow if towels are included	Housekeeping	2 min	10

TASK	OWNER	TIME	POINTS
☐ Check the socket, USB port and lock work; report faults on the maintenance list	Housekeeping	30 sec	5

Dorm room close-out (once per room)

Target: 10 minutes

TASK	OWNER	TIME	POINTS
☐ Empty bins and replace liners	Housekeeping	1 min	5
☐ Sweep, then mop the floor, including under the beds	Housekeeping	5 min	10
☐ Air the room: window open ten minutes, then closed and locked	Housekeeping	1 min	5
☐ Check every light, curtain and the door lock	Housekeeping	1 min	5
☐ Photo of the finished room from the door PHOTO	Housekeeping	10 sec	15

Private room turnover

Target: 20 minutes

TASK	OWNER	TIME	POINTS
☐ Strip and remake the bed; check under the mattress and behind the headboard	Housekeeping	5 min	10
☐ Bathroom: toilet, basin, shower, mirror, floor; replace towels and amenities PHOTO	Housekeeping	8 min	15
☐ Wipe all surfaces, handles, switches and the remote	Housekeeping	2 min	5
☐ Empty bins, vacuum or mop, air the room	Housekeeping	4 min	10
☐ Reset: curtains open, AC or fan off, welcome card and Wi-Fi card in place	Housekeeping	1 min	5
☐ Photo of the finished room and bathroom PHOTO	Housekeeping	20 sec	15

Weekly deep clean

Rotate one area per day

TASK	OWNER	WHEN	POINTS
☐ Shared bathrooms: descale shower heads, bleach grout, clean extractor covers PHOTO	Housekeeping	Mon	20
☐ Guest kitchen: fridge emptied and wiped, oven and hob degreased, labelled food purged	Housekeeping	Tue	20

TASK	OWNER	WHEN	POINTS
☐ Common room: sofas vacuumed under cushions, board games checked, remote batteries	Housekeeping	Wed	10
☐ Dorms: mattresses turned, bed bug check on seams and slats, curtains washed on rotation PHOTO	Housekeeping	Thu	25
☐ Laundry room: lint traps, machine seals, detergent stock, linen count vs. inventory	Housekeeping	Fri	10
☐ Terrace and entrance: sweep, wipe furniture, check lights and signage	Housekeeping	Sat	10

MAINTENANCE FAULTS FOUND TODAY (ROOM, FAULT, REPORTED TO)

The bed bug check is worth 25 points on purpose. It is the least pleasant task on the list and the one with the highest cost when skipped. High points tell the team it matters, and the photo proves the slats were actually looked at.

Run this checklist in Skorops with scoring

Start a trial with the housekeeping checklists pre-loaded. Photo proof on the finished room, timestamps on every completion, one dashboard across properties.

skorops.com/register?segment=hostels&template=housekeeping

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