Public Area, Lobby & Restaurant Cleaning Checklist

Date: _____ | Inspector: _____ | Doc #: _____

Inspection Date	
Hotel / Property Name	
Inspector Name	
Shift (AM / PM / Night)	

Areas Covered (Lobby, Restaurant, Corridors, Public Toilets, etc.)

Lobby & Reception

Lobby & Reception Area

Entrance doors, glass, and handles clean and streak-free	☐ Pass ☐ Fail
Floors, mats, and carpets clean, vacuumed/mopped, and free from litter	☐ Pass ☐ Fail
Reception desk clean, tidy, and free from clutter	☐ Pass ☐ Fail ☐ N/A
Seating areas (sofas, chairs, tables) clean, dust-free, and correctly arranged	☐ Pass ☐ Fail ☐ N/A
Signage, décor, and plants clean and well-presented	☐ Pass ☐ Fail ☐ N/A

Lobby Comments

Corridors, Lifts & Stairwells

Access Routes & Vertical Circulation

Corridor floors clean, free from litter, and free from slip/trip hazards	☐ Pass ☐ Fail
Handrails, skirting, and ledges dusted and clean	☐ Pass ☐ Fail ☐ N/A
Lift cars and buttons clean, mirrors and walls free from marks	☐ Pass ☐ Fail ☐ N/A
Stairwells clean, well-lit, and free from obstructions	☐ Pass ☐ Fail ☐ N/A

Corridors & Lifts Comments

Public Toilets

Public Restrooms 1

Toilet Location (Lobby, Restaurant, Bar, etc.)	
Toilets and urinals clean, sanitised, and free from odour	☐ Pass ☐ Fail
Basins, taps, and counters clean and free from water pooling and debris	☐ Pass ☐ Fail
Floors clean, dry where possible, and free from litter	☐ Pass ☐ Fail ☐ N/A
Dispensers for soap, paper towels, and toilet tissue stocked and functional	☐ Pass ☐ Fail ☐ N/A
Mirrors, doors, and partitions clean and free from marks	☐ Pass ☐ Fail ☐ N/A
Sanitary bins and waste bins emptied, clean, and correctly lined	☐ Pass ☐ Fail ☐ N/A

Restroom Comments

Public Restrooms 2

Toilet Location (Lobby, Restaurant, Bar, etc.)	
Toilets and urinals clean, sanitised, and free from odour	☐ Pass ☐ Fail
Basins, taps, and counters clean and free from water pooling and debris	☐ Pass ☐ Fail
Floors clean, dry where possible, and free from litter	☐ Pass ☐ Fail ☐ N/A
Dispensers for soap, paper towels, and toilet tissue stocked and functional	☐ Pass ☐ Fail ☐ N/A
Mirrors, doors, and partitions clean and free from marks	☐ Pass ☐ Fail ☐ N/A
Sanitary bins and waste bins emptied, clean, and correctly lined	☐ Pass ☐ Fail ☐ N/A

Restroom Comments

Restaurant & Bar Areas

Dining & Bar Presentation

Tables, chairs, and menus clean and well-presented	☐ Pass ☐ Fail
Floors clean between services (no food debris, spills, or litter)	☐ Pass ☐ Fail
Service stations, cutlery trays, and condiment areas clean and tidy	☐ Pass ☐ Fail ☐ N/A
Bar tops, glassware areas, and bar equipment clean and organised	☐ Pass ☐ Fail ☐ N/A

Restaurant & Bar Comments

Final Checks & Sign Off

Overall Cleanliness & Safety

Lighting levels appropriate and all fittings clean and working	☐ Pass ☐ Fail ☐ N/A
No visible trip hazards in public areas (cables, loose mats, clutter)	☐ Pass ☐ Fail ☐ N/A

Defects / Maintenance Issues

Inspector Signature	_____ Date: