



Public Area, Lobby & Restaurant Cleaning Checklist

Front-of-house cleaning round for lobby, circulation, public toilets, and F&B areas — with area coverage and Pass/Fail standards.

HOTEL / PROPERTY

INSPECTOR / SUPERVISOR

Shift

☐ AM

☐ PM

☐ Night

☐ Turnaround

INSPECTION DATE

INSPECTION TIME

AREAS COVERED THIS ROUND

1. Lobby & reception

Entrance doors, glass, and handles clean / streak-free

☐ Pass

☐ Fail

☐ N/A

Floors, mats, and carpets clean; free from litter and trip hazards

☐ Pass

☐ Fail

☐ N/A

Reception desk tidy; guest-facing surfaces wiped

☐ Pass

☐ Fail

☐ N/A

Seating, tables, and soft furnishings clean and correctly arranged

☐ Pass

☐ Fail

☐ N/A

Plants, décor, and digital displays presentable

☐ Pass

☐ Fail

☐ N/A

Air / scent quality acceptable; no waste odours

☐ Pass

☐ Fail

☐ N/A

LOBBY COMMENTS

2. Corridors, lifts & stairs

Corridor floors clean; free from slip / trip hazards

☐ Pass

☐ Fail

☐ N/A

Handrails, skirting, ledges, and artwork dusted

☐ Pass

☐ Fail

☐ N/A

Lift cars, buttons, mirrors, and tracks clean

☐ Pass

☐ Fail

☐ N/A

Stairwells clean, lit, and unobstructed

☐ Pass

☐ Fail

☐ N/A

Fire doors close fully; not wedged open

☐ Pass

☐ Fail

☐ N/A

3. Public toilets

TOILET LOCATION(S) CHECKED

Toilets / urinals clean, sanitised, odour-controlled

☐ Pass

☐ Fail

☐ N/A

Basins, taps, counters free from pooling and debris

☐ Pass

☐ Fail

☐ N/A

Floors clean and as dry as practicable

☐ Pass

☐ Fail

☐ N/A

Soap, paper, and dryer / towel dispensers stocked and working

☐ Pass

☐ Fail

☐ N/A

Mirrors, doors, partitions clean

☐ Pass

☐ Fail

☐ N/A

Sanitary / waste bins emptied, lined, and clean

☐ Pass

☐ Fail

☐ N/A

RESTROOM COMMENTS

4. Restaurant, bar & F&B public areas

Dining floor clean; spills addressed promptly

☐ Pass

☐ Fail

☐ N/A

Tables, chairs, and high chairs clean and correctly set

☐ Pass

☐ Fail

☐ N/A

Service stations tidy; crockery / cutlery / glassware clean

☐ Pass

☐ Fail

☐ N/A

Bar counter, optics, and back bar clean and organised

☐ Pass

☐ Fail

☐ N/A

Buffet / display equipment clean; sneeze guards wiped (if used)

☐ Pass

☐ Fail

☐ N/A

Public waste bins emptied; liners replaced

☐ Pass

☐ Fail

☐ N/A

F&B AREA COMMENTS

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY