

## Cleaning Crew Checklist

- All reusable food items, including salt, pepper, seasonings and ice, shall be discarded between guests. Single use food items (like salt and pepper packets) and items such as coffee filters, plastic wrap and Ziploc bags, are ok.
- Dishes and utensils shall be washed, rinsed and sanitized between each guest OR the appropriate signage from the Health Department posted and bleach provided.
- Dishes cannot be cracked or chipped.
- Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation.
- Quilts and comforters that are not machine washable are not permitted.
- Sheets shall be of sufficient size to cover bed and fold-back over top layer of at least 12 inches.
- Mattress pads shall be provided on mattresses.
- Pillowcases, sheets, towels and washcloths shall be washed between each guest and at least once a week.
- Pull out couches/couch cushions should be checked and cleaned.
- Soap and hand towels must be provided in bathrooms.
- All equipment and furnishings must be clean, free from odor and in good repair.
- Floors, walls and ceilings shall be kept clean, sanitary and in good condition.
- Make sure permit and room rate cards are still posted.
- Make sure smoke and carbon monoxide are in working order.