

Housekeeping QC Checklist + Turnover Timer

(B&B Edition)

A Product of Beds, Breakfast & Business

Property Name: _____

Version: _____

Date Updated: _____

QUICK STANDARDS

Quick Standards (Read Before Every Shift)

Pass means guest-ready, photo-ready, and smell-neutral.

If you wouldn't take a listing photo of it, it doesn't pass.

If you'd apologise for it, it doesn't pass.

If you have to explain it, it doesn't pass.

Weekend Definition (Optional)

Weekend = **Friday & Saturday nights**

(Use this for consistency across all operations packs.)

QC Threshold

✓ 95% or higher

OR

✓ No "Fix" items remaining

There is no such thing as "almost clean."

Suggested Targets (B&B-Friendly Defaults)

- **Standard turnover:** 45–60 minutes per room
- **Deep clean:** 90–150 minutes
- **QC Rule:** No guest-facing hair, dust, or stains ever pass

Ever.

Not even if it's "just a little one."

TURNOVER TIMER (1-Page Reference)

Room Turnover Record

Room	Date	Cleaner	Start	End	Total Minutes	Notes
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Stage Breakdown

Stage	Target (min)	Actual (min)	Variance	Notes
Strip & sort linens	5			
Bathroom deep clean	15			
Bedroom reset & dust	12			
Floors (vacuum/mop)	8			
Restock & amenities	5			
Final QC walk-through	5			

Quick Rules

- Start timer when you enter the room
- Stop timer when QC finishes
- If over target, record why
- Patterns matter more than one slow room

Remember: Speed without standards kills reviews.

Standards without timing kill profit.

Balance both.

QC CHECKLIST (PRINTABLE)

Bedroom

Item	Pass	Fix	N/A	Notes
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Bed made hotel-tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Under-bed check complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Surfaces dusted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mirrors streak-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TV & remote wiped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curtains/blinds straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All lighting working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smell check neutral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Bathroom

Item	Pass	Fix	N/A	Notes
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Toilet fully sanitised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shower/tub hair-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sink & vanity spotless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mirror streak-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Towels correct count	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amenities restocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor corners clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bin emptied & relined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

QC CHECKLIST (CONTINUED)

Supplies

Item	Pass	Fix	N/A	Notes
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Water/tea/coffee correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Item	Pass	Fix	N/A	Notes
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Cups/glasses spotless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Guest info binder present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Final Walk-Through

Item	Pass	Fix	N/A	Notes
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Temperature set correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Windows & locks secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Lost & found sweep done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Door & handles wiped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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QC Result

Final Score: _____ %

Room Status: ☐ PASS ☐ RE-CLEAN

Inspector Signature: _____

ISSUE & MAINTENANCE FLAGS

Maintenance Trigger Rule

If you mark **FIX twice on the same item within one month**, flag maintenance.

Small issues repeat before they explode.

Quick Issue Log

Date	Room	Issue	Action Taken	Owner	Follow-Up
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Simple Standards That Protect Reviews

- Guests forgive small rooms.
- Guests forgive basic décor.
- Guests do not forgive dirt.

Clean is emotional.

Clean builds trust.

Clean drives reviews.



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