



Appendix 3.14  
**JSHP Hotel Cleaning and Maintenance Checklist**

**Advocate name** \_\_\_\_\_

**Participant name** \_\_\_\_\_

**Room Number** \_\_\_\_\_ **Date of departure** \_\_\_\_\_

- Walk-through with resident
- Completed after participant's departure

Note: It is preferable to do a walk-through with the participant prior to departure so you can work together to address any problems. Use masks and maintain social distancing.

<b>Check for:</b>	<b>Notes/comments</b>
Participant's belonging removed from the room	
Trash picked up and emptied	
Floors vacuumed if needed	
Spills wiped up	
Damage to furniture, fixtures, equipment or decorative items noted	
Hotel equipment present: coffeemaker, hair dryer, light fixtures, tissue holders, wall art, etc.	
Linens and towels accounted for	
Key cards returned or deactivated	
Other	

Participant signature \_\_\_\_\_

Advocate signature \_\_\_\_\_