

DAILY REFRESH			
OPEN SHADES			
BED			
retuck sheets and blanket as if new			
stand pillows up			
TRASH			
empty			
replace bags if necessary			
ROOM			
desk/table			
coffee pot and tray			
mugs/wine glasses			
ice bucket			
BATHROOM			
SHOWER/TUB (Windex)			
soap dish			
faucets, drains			
sink			
toilet			
floor			
Towels - replace those on floor			
Washcloth - replace all used			
CHECK			
toilet paper - new roll if necessary and fan fold			
coffee pack if used			
beverages (3)			
lamp shades straight and all bulbs working			
VACUUM RUG			

REFRESH - every 3rd day			
BED			
change sheets			
stand pillows up			
TRASH			
empty			
replace bags if necessary			
ROOM			
dust furniture and around room			
desk			
coffee pot and tray			
mugs/wine glasses			
ice bucket			
BATHROOM			
SHOWER/TUB (Windex)			
walls/surround of shower/tub			
soap dish			
replace all used towels/washcloths			
faucets, drains			
sink			
toilet			
floor			
CHECK			
toilet paper - new roll if necessary and fan fold			
coffee pack			
beverages (3)			
lamp shades straight and all bulbs working			
VACUUM RUG/MOP FLOOR			