

Housekeeping Maintenance Plan

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Housekeeping Maintenance Plan

Dear [Recipient Name],

I am writing to outline the housekeeping maintenance plan designed to ensure a clean, safe, and welcoming environment for all our guests. This plan will cover daily, weekly, and monthly tasks as well as special projects.

Daily Tasks

- Dusting and wiping down surfaces in common areas
- Vacuuming carpets and rugs
- Cleaning and sanitizing restrooms
- Emptying trash bins
- Checking and restocking supplies

Weekly Tasks

- Deep cleaning floors (mopping, polishing)
- Washing windows and mirrors
- Changing linens and towels
- Cleaning kitchen appliances

Monthly Tasks

- Cleaning behind and under furniture
- Window treatment washing
- Carpet cleaning
- Inspecting and maintaining equipment

Special Projects

As needed, we will also focus on special projects such as:

- Seasonal deep cleaning

- Organizing storage areas
- Restoration and refurbishing tasks

We believe that maintaining a clean space is essential for guest satisfaction and employee productivity. Your cooperation and support in implementing this housekeeping maintenance plan will be greatly appreciated.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or suggestions.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]