



LODGING FACT SHEET

Kansas Department of Agriculture • Division of Food Safety and Lodging
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Cleaning and Servicing

Each guest room must be serviced daily during a guest's stay that is less than five days, unless the guest requests that all or part of the room not be serviced.

Cleaning

Each guest room that is available for rent must be serviced and cleaned before each new guest.

Cleaning includes:

- Floors swept or vacuumed;
- Wet-clean hard surface floors;
- Furniture, fixtures and items of decoration cleaned;
- Interiors of drawers cleaned;
- Toilets, sinks, bathtubs and shower areas cleaned and sanitized;
- Sinks, bathtubs and shower areas free of hair, mold and mildew;
- Bed linens and bath linens must not be used for cleaning or dusting;
- Trash containers must be emptied, cleaned and new liners provided;
- Ice bucket liners must be replaced with new liners;
- Used guest toiletries and soap replenished;
- Guest room visually inspected for evidence of insects, rodents and other pests.

Servicing

Each rented guest room must be serviced daily in the following manner:

- Clean bathroom linens, towels and washcloths provided;
- Clean bed linens provided and the bed made;
- Floors swept or vacuumed if visibly soiled, and hard-surface floors wet-cleaned if visibly soiled;
- Toilet, sink, bathtub and shower area cleaned if visibly soiled;
- Trash containers emptied and cleaned if visibly soiled. A trash container liner may be reused during the same guest's stay if the liner is not visibly soiled;
- Soap and prepackaged guest toiletry items replenished as necessary;
- Toilet paper replenished as necessary;
- Clean ice bucket liners provided and replaced as necessary or on guest request;
- Glassware and cups, if provided, must be replaced with clean and sanitized dishware. Single-service cups must be replenished;
- If a coffeemaker is present in the guest room, the coffeemaker must be rinsed. If the coffeepot is visibly soiled or contaminated, it must be washed, rinsed and sanitized. A fresh supply of coffee, condiments and any single-service articles must be replenished.