

STANDARD OPERATING PROCEDURES

HOUSEKEEPING

All coach floors & toilets (i.e. floor, wash basin, pipes & health faucet) to be cleaned once in every 2.5 hours (from 0700 Hrs – 2100 Hrs).

CLEANING OF COACH FLOORS

1. Wet cleaning of floors is mandatory 3 times a day (i.e. after breakfast, lunch & dinner) with diluted cleaning solution.
2. Dry mopping of floors every once 3 hours (i.e. 0700 Hrs – 2100 Hrs)
3. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the flooring.
4. Clean small area of the floor and grout and then dry with a sponge.
5. Wet sponge with cold water and remove detergent.
6. They must wipe dry, leaving no body fats or streaks on the floors.
7. Recheck all floors to ensure no dirty streaks are left on the flooring.
8. Care must be taken around toilet to make sure all floorings are dry.
9. Wipe all surfaces with a dry cloth.

CLEANING OF TOILET FLOORS

1. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the stainless-steel flooring.
2. Clean small area of the floor and grout and then dry with a sponge.
3. Wet sponge with hot water and remove detergent.
4. Floors have to be cleaned daily with diluted cleaning solution.
5. They have to wipe dry, leaving no body fats or streaks on the stainless-steel floors.
6. Recheck all floors to ensure no dirty streaks are left on the flooring.
7. Wipe all surfaces with a dry cloth.

CLEANING OF MIRRORS

1. Use a damp sponge with water only to wipe the mirror.
2. Glass cleaner is not recommended for cleaning mirrors because it may leave streaks.
3. Dry and polish the mirror with a dry cloth.
4. Wipe entire area of glass.
5. Check for smudges and re-wipe.
6. From a distance check the mirror for stains and marks and leave the mirror spotlessly clean.

Hotel Housekeeping Standard Operating Procedures

Lynn Van Der Wagen



Hotel Housekeeping Standard Operating Procedures :

Professional Management of Housekeeping Operations Thomas J. A. Jones, 2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college The SAGE Handbook of Hospitality Management Roy C Wood, Bob Brotherton, 2008-06-05 At last a comprehensive systematically organized Handbook which gives a reliable and critical guide to all aspects of one of the world s leading industries the hospitality industry The book focuses on key aspects of the hospitality management curriculum research and practice bringing together leading scholars throughout the world Each essay examines a theme or functional aspect of hospitality management and offers a critical overview of the principle ideas and issues that have contributed and continue to contribute within it Topics include The nature of hospitality and hospitality management The relationship of hospitality management to tourism leisure and education provision The current state of development of the international hospitality business The core activities of food beverage and accommodation management Research strategies in hospitality management Innovation and entrepreneurship trends The role of information technology The SAGE Handbook of Hospitality Management constitutes a single comprehensive source of reference which will satisfy the information needs of both specialists in the field and non specialists who require a contemporary introduction to the hospitality industry and its analysis Bob Brotherton formerly taught students of Hospitality and Tourism at Manchester Metropolitan University He has also taught Research Methods to Hospitality and Tourism students at a number of international institutions as a visiting lecturer Roy C Wood is based in the Oberoi Centre of Learning and Development India

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