

## Policy: Public Area Housemen High Level Cleaning – Guest Floor Areas

<b>Section:</b>	<b>Housemen Sanitation on Guest Floor Areas</b>	<b>Issue Date:</b>	<b>June 4, 2020</b>
<b>Updated by:</b>	<b>Debi Streeter – Executive Housekeeper</b>	<b>Last Updated:</b>	
<b>Target Audience:</b>	<b>Housekeeping Department</b>		

### Policy brief & purpose

To ensure the safety of our employees and the hotel guest by maintaining high level cleaning on the guest floors and high touch areas.

### Process:

1. Empty and clean all trash cans fronting guest elevator landings twice per shift
2. Remove any trash fronting guest rooms or within guest corridors
3. Wipe down Wooden panel wall at guest elevator landings
4. Wipe down guest corridor wallpaper, moldings and baseboards
5. clean and disinfect guest elevator call buttons and doors every hour
6. Clean and disinfect house phone, counter and wall mirror
7. Clean and disinfect service double doors front and back
8. Sweep and mop fire exit landings
9. Clean and wipe down fire exit door, door frame and door knob
10. Clean and wipe down "EXIT" sign and carefully wipe fire alarm pull stations



11. wipe down and disinfect vending and Ice machines
12. Clean and mop vending and ice machines tile floor, remove calcium build up on tile
13. Sweep carpet edges and vacuum hallways
14. Use Electrostatic backpack to sanitize guest corridors
15. Remove stains on guest corridor carpets
16. Shampoo guest corridor carpet
17. Empty trash at service landings
19. Clean and disinfect service elevator call buttons every hour
20. High level cleaning "C" landing and remove dust and lint on ceiling, walls and pipes



## **Public Area Housemen High Level Cleaning – Guest Floor Areas**

I have received and read the **Public Area Housemen High Level Cleaning – Guest Floor Areas** policy and agree to comply with it. I understand that if I do not comprehend any aspect of this policy, it is my responsibility to seek clarification. I understand that non-compliance with this policy may result in progressive disciplinary action, up to and including termination of employment.

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PRINT Name                      Signature                      Date

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Department

