

Policy: Graveyard Public Areas Cleaning Procedures

Section:	Graveyard Public Areas Cleaning	Issue Date:	6/15/2020
Updated by:	Debi Streeter – Executive Housekeeper	Last Updated:	
Target Audience:	Housekeeping Department		

Policy brief & purpose:

To ensure that the public areas of the hotel are cleaned, maintained and sanitized based of the hotel standards

Process:**RESTROOMS: MAIN LOBBY / FRONT OFFICE / GARDE MANGER /
LOADING DOCK (COMPACTOR AREA)**

1. Clean/scrub/wipe down toilet bowls in/outside and front/back/base of toilet bowls with Sani-Shield. Use a clean damp cloth/rag to wipe off excess chemical.
2. Clean/wipe down cubicles/partitions and top of cubicles/partitions, and clean/polish dispensers with Sani-Shield. Wipe off excess with a damp clean cloth/rag.
3. Clean basins and counter with Sani Shield. Wipe with a clean wet cloth/rag (if necessary).
4. Clean/wipe down mirrors and walls in the restroom with Sani Shield. Wipe off excess with a clean damp cloth/rag.
5. Clean/polish all stainless/chrome fixtures in the restroom with Sani Shield. Wipe off excess with a clean damp cloth/rag.
6. Sweep restroom's floor thoroughly and mop the floor with Sani Shield (Don't forget to place "Wet Floor" sign).
7. Scrub/hose down restroom tiles floor every Sunday/Tuesday/Thursday with Sani Shield.
8. Make frequent check/replenish paper towels and hand soaps to all dispensers in the restroom.



**MAIN LOBBY, 2ND AND 3RD FL. LOBBY/ CORRIDORS/ FOYER/ MAHUKONA LOBBY/
BUSINESS CENTER/TOUR DESKS**

9. Mist Sani Plus on cushions. Clean/wipe down furniture with Sani Shield. Check/clean under cushions. Straighten up furniture and flop cushions.
10. Clean/wipe down table tops and sides with Sani Shield. Mist Sani Plus on lamps shades and adjust shades as necessary.
11. Clean/disinfect/wipe down public and house phones with Sani Shield.
12. Clean/wipe down artworks/mirrors/billboards/ATM/benches/pillars and baseboards with Sani Shield. Wipe excess with a clean cloth/rag.
13. Clean/wipe down glass windows/doors of AOA Office with Sani Shield. Wipe excess with a clean cloth/rag.
14. Make frequent check at all trash receptacles and empty it.
15. Clean/wipe down rims of trash receptacles and planters with Sani Shield.
16. Clean/wipe down displays with Sani Shield and remove trash/rubbish.
17. Sweep/mop tiles alongside glass windows and under/behind furniture with Sani Shield.
18. Mist Sani Plus on benches and shampoo if necessary. Remove scuffs marks on the side of the bench with Sani Shield.
19. Dust mop and wet mop tile floor with Sani Shield.
20. Sweep and vacuum carpet. Remove spots/stains/gums on carpet immediately. Mist carpet with Sani Plus.
21. Clean/scrub/wipe scuff marks off service door/doorframe with Sani Shield.
22. Clean A/C vents and ceiling by vents with Sani Shield.



23. Clean all glass windows/door and stainless/chrome fixtures with Sani Clean. Polish stainless/chrome fixtures.
24. Sweep/mop Mahukona entry/stairway and double glass doors and walls with Sani Shield.
25. Clean/polish drinking fountain by Executive Business Center with Sani Shield.
26. Clean/wipe down/mop stairwell to garage and garage double doors/door frame with Sani Shield.

GUEST AND SERVICE ELEVATORS

27. Every hour on the hour clean inside elevator cabs. Apply Sani Shield on a clean cloth/rag then wipe down elevator buttons, handrails, call buttons at elevator landing, and wooden wall panels. Clean/mop elevator's floor as with Sani Shield.
28. Every hour on the hour sweep/vacuum carpet at guest elevator landing. Mist Sani Plus on carpet. Remove spots/stain/gums on carpet immediately.
29. Every hour on the hour clean/scrub/wipe scuff marks off walls and baseboards with Sani Shield.
30. Clean/polish elevator steel panels/inner doors/frames/tracks on a nightly basis.
31. Clean/vacuum/polish elevator floor tracks at 1st – 3rd floors.

EMPLOYEE STAIRWELL

32. Sweep/mop steps of stairwell and remove rubbish on the ledges in the stairwell.
33. Clean/wipe down handrails in the stairwell and door / doorframe with Sani Shield. Follow up with Sani Plus.
34. Clean/wipe down walls in the stairwell with Sani Shield, especially by the steps and corners.

BACK OF HOUSE CORRIDOR/ BACK OF HOUSE CORRIDOR AT 2ND FLOOR / 3RD FLOOR

35. Dust mop Back of House corridor and wet mop floor with Sani Shield after (Don't forget to place "Wet Floor" signs).
36. Clean/scrub/wipe marks on walls/doors/bumper guards/baseboards with Sani Shield.



37. Clean/polish drinking fountain with Sani Shield. Follow up with mist Sani Plus.
38. Clean/wipe down/disinfect pay phone with Sani Shield. Follow up with mist Sani Plus.
39. Dust mop Back of House corridor and wet mop floor after (Don't forget to place "Wet Floor" signs).
40. Clean/scrub/wipe scuff marks off walls/doors/bumper guards with Sani Shield.
41. Place sand bags at 3rd Fl. Service doors and Fitness Center back doors when it rains.

PORTE COCHERE/DRIVE WAY

40. Clean/wipe down glass windows, planters, pillars, and trash receptacles with Sani Clean.
41. Clean/remove rubbish/cigarette butts inside planters and stone walls.
42. Clean/sweep off rubbish/dry leaves on the driveway.
43. Clean/mop Porte Cochere tile floors and pillars. Scrubbing or hose down the area if necessary.
44. Remove gum/cigarette butts on tile floors/sidewalk.
45. Clean ledges above hotel entry areas and PC restaurant if necessary.
46. Remove rubbish by Valet Parking Attendant counter and wipe down counter with Sani Shield.
47. Clean scuff marks on walls, base boards, planters, and pillars with Sani Shield.

BACK OF HOUSE CORRIDOR

48. Dust mop bank of house corridor and wet mop floor with Sani Shield (Don't forget to place "Wet Floor" signs).
49. Clean/scrub/wipe scuff marks of wall/door/bumper guards/baseboards with Sani Shield.

NIGHTLY PROJECTS

SUNDAY

50. Clean/scrub/hose down Porte Cochere and drive way top/bottom.
51. Clean/hose down between planters by Plantation Café and Starbucks.
52. High level cleaning all pillars and wipe down rims of all platers at above areas.



53. Clean/power wash Plantation Café canopy and roll up screen outside Plantation Café's lanai/sculptures/stairway.

Monday

54. Clean/scrub stairwell at lobby leading to parking garage with Sani Shield. Also clean light cover and door frame.

55. Clean/scrub hose down walls/stairwell at Mahukona entrance.

56. Dust mop and wet mop tiles in lobby and Mahukona Lobby.

57. Clean/scrub ledges/wall/steps of employee stairway from 2nd floor down with Sani Shield.

Tuesday

58. High level cleaning 1st floor Men's and Women's restrooms (front and back of house) with Sani Shield.

59. Clean/polish fixture in the restrooms with Sani Shield.

60. Clean/scrub/hose down floor tiles in the restrooms with Sani Shield.

Wednesday

61. Clean/power wash below canopy at 2nd floor entrance.

62. Clean/wipe down billboard at Sky Bridge with Sani Shield.

63. Clean/scrub/hose down 2nd floor entrance and Sky Bridge.

Thursday

64. High level cleaning 2nd floor Men's and Women's restrooms (front and back of house) with Sani Shield.

65. Clean/polish fixtures in restrooms with Sani Shield.

66. Clean/wipe down tops of all lockers with Sani Shield.

67. Clean/scrub/hose down floor tiles in the restrooms, locker rooms, and shower stalls with Sani Shield.

Friday

68. High level cleaning 3rd floor Men's and Women's restrooms (lobby and fitness center) with Sani Shield.



69. Clean/polish fixtures in the restrooms with Sani Shield.
70. Clean/scrub/disinfect shower stalls/steam and sauna rooms with Sani Shield.
71. Clean/scrub/hose down floor tiles in restrooms/shower stalls/ steam and sauna rooms with Sani Shield.

Saturday

72. High level cleaning wooden partition behind Front Desk/Expedia Desk/Business Center/Tour Desks with Sani Shield.
73. High level cleaning ceiling wooden frames at 3rd floor lobby and Fitness Center with Sani Shield.
74. Clean/Scrub floor tiles at 3rd floor lobby with Sani shield.

Weekly Cleaning

75. Remove/clean plexiglass (in and out) of advertisement boards inside elevators with Sani Shield.
76. Shampoo carpet in garage elevator every Sunday.
77. Clean/scrub floor tiles inside elevators with Sani Shield on these following nights:
- Monday: Waikiki Tower Elevators #1 and #2.
 - Tuesday: Waikiki Tower Elevators #3 and #4.
 - Wednesday: Waikiki Tower Elevators #5 and #6.
 - Thursday: Kona Tower Elevators #10, #11, and #12.
 - Friday: Service Elevators #7, #8, #9.



GY. PUBLIC AREAS CLEANING PROCEDURES

I have received and read the **GY. PUBLIC AREAS CLEANING PROCEDURES** 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.

_____	/	_____	/	_____
PRINT Name		Signature		Date

Department

