

Policy: Guest Room Daily Cleaning and Disinfecting Procedure

Section:	Guest Room Daily Cleaning and Disinfecting	Issue Date: 5/20/2020
Updated by:	Debi Streeter / Executive Housekeeper	Last Updated:
Target Audience:	Housekeeping Department	

Policy brief & purpose

To establish a consistent and uniform daily cleaning and disinfecting process of our hotel rooms. Ensuring the safety and wellbeing of our hotel guest and employees.

Scope

This policy pertains to the employees of the Housekeeping Department.

Process

1. Apply **“Sani Shield”** on guestroom entry door front and back. Apply **“Sani Shield”** on the cloth/rag to wipe down SAFLOK and door handle.
2. Remove all used towels inside bathroom.
3. Discard all used soap, shampoo, lotion.
4. Empty bathroom rubbish bin (trash can), always use gloves to remove rubbish bin (trash can).
5. Pre-spray toilet, sink and shower with **“Sani Shield”**.
6. Strip the beds of all sheets and pillowcases. Inspect mattress and pillow protectors (pillowslips), blankets and bed scarves for stains. Replace if needed.
7. Make the bed to Hotel standards.
8. Dust all furniture, vents, lamp shades and picture frames with a slightly damp, clean cloth using **“Sani Shield”** chemical. To disinfect follow up with **“Fresh Plus”** by applying chemical to microfiber or misting.
9. Be sure to wipe all top edges, the mirror, picture frame, headboard and the cabinets.
10. Thoroughly clean the coffee pot and the inside and outside of the microwave oven, using **“Fresh Plus”** on a slightly damp rag. Use a scouring pad for set on stain and debris. Final touch up with **“Fresh Plus”** on a slightly damp rag.



11. Wipe baseboards and spot clean walls with a slightly damp, clean cloth using “**Sani Shield**” chemical. To disinfect follow up with “**Fresh Plus**” by applying chemical to microfiber to wipe.
12. Apply “**Sani Shield**” on lanai glass window and sliding glass door, lanai door handle and lanai furniture. Check balcony for rubbish and lock the lanai door..
13. Disinfect the TV remote, telephone, Radio clock, A/C thermostat etc. with a slightly damp, clean cloth using “**Fresh Plus**” chemical.
14. Disinfect the refrigerator with a slightly damp clean cloth using “**Fresh Plus**” chemical.
15. Replenish all guestroom amenities: stationary, coffee, tea, sugar and creamer, etc.
16. Lightly apply “**Sani Shield**” chemical to all drawers (inside and outside), closet, cabinets and check for items that may have left behind.
17. Check extra pillow for use and neatness in the closet.
18. Vacuuming floors, including under the bed(s). To disinfect follow up with “**Fresh Plus**” by applying chemical to misting.
19. Disinfect the drapery, chairs and sofa bed with “**Fresh Plus**” by applying chemical to misting.
20. Replace the exposed toilet paper roll with a new roll in each check-out room. Discard the open toilet paper roll, do not use in the employee’s or back of house restrooms
21. Apply “**Sani Shield**” on mirror then dry the surface with a clean dry cloth/rag.
22. Double check the mirror to ensure there are no streaks after cleaning.
23. Apply “**Sani Shield**” on sink, bathtub, shower and toilet etc. Use a clean wet cloth/rag to wipe (if necessary) the sink, bench tops, bathtub and shower tiles.
24. Apply “**Sani Shield**” on the shower grout for mold/mildew. Rinse excess cleaner, then dry surfaces with a clean dry cloth/rag.
25. Apply “**Sani Shield**” to the toilet, inside and out. Use a clean damp cloth/rag to wipe off excess chemical.
26. Any cloth/rag used to clean or wipe the toilet must NOT be used on any other room surfaces.
27. Wipe down bathroom walls and door when soiled or splashed by using a microfiber cloth or clean rag with “**Sani Shield**” chemical.
28. Replenish bathroom amenities: soaps, shampoo, lotion, shower cap, towels etc.
29. Scan all bathroom surfaces, (sink, faucets, counter, mirror, walls, bathtub, toilet, etc.), for hair. Be sure to remove any stray hairs that you may have missed during cleaning. Then check all bathroom surfaces a second time.
30. Apply “**Sani Shield**” chemical onto the tile floors with a damp cloth or microfiber mopping system to clean and mop the floors.
31. Last step for cleaning bathroom is to mist high touch areas and let air dry by misting with “**Fresh Plus**” chemical. (Counter top, door knobs/handles, faucets, toilet handle, seat cover, shower faucets and bathtub etc.)



32. Upon leaving the guest room, apply “Sani Shield on a cloth to wipe down the entry door handle, inside and outside. Then close the guest room door and ensure that the door is locked.

Additional Items

None



I have received and read the **Guest Room Daily Cleaning and Disinfecting Policy and Procedure** 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 any violation and/or non-compliance with this Policy may result in disciplinary action up to and including termination of employment.

_____/_____/_____
PRINT Name Signature Date

Department

