

Policy: Public Areas Cleaning Procedures

Section:	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 all public areas of the hotel are cleaned, maintained and sanitized based on 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. Make frequent check/replenish paper towels and hand soaps to all dispensers in the restroom.



ROOMS DIVISION/ HOUSEKEEPING/ ENGINEERING/ OWNER REALATIONS OFFICE

8. Empty trash at all works stations daily. General clean all offices on every Friday
9. Clean/wipe counter tops and sides with Sani Shield.
10. Sweep/vacuum carpet. Also remove any stains/spots on the carpet immediately with damp rags. Mist Sani Plus on carpet.
11. Clean/scrub/wipe scuff marks off walls/doors with Sani Shield.
12. Apply Sani Shield on a clean cloth/rag and wipe door and handles/door frames.

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

13. Mist Sani Plus on cushions. Clean/wipe down furniture with Sani Shield. Check/clean under cushions. Straighten up furniture and flop cushions.
14. Clean/wipe down table tops and sides with Sani Shield. Mist Sani Plus on lamps shades and adjust shades as necessary.
15. Clean/disinfect/wipe down public and house phones with Sani Shield.
16. Clean/wipe down artworks/mirrors/billboards/ATM/benches/pillars and baseboards with Sani Shield. Wipe excess with a clean cloth/rag.
17. Clean/wipe down glass windows/doors with Sani Shield. Wipe excess with a clean cloth/rag.
18. Make frequent check at all trash receptacles and empty it.
19. Clean/wipe down rims of trash receptacles and planters with Sani Shield.
20. Clean/wipe down displays with Sani Shield and remove trash/rubbish.
21. Sweep/mop tiles alongside glass windows and under/behind furniture with Sani Shield.
22. Dust mop and wet mop tile floor with Sani Shield.
23. Sweep and vacuum carpet. Remove spots/stains/gums on carpet immediately. Mist carpet with Sani Plus.



24. Clean/scrub/wipe scuff marks off service door/doorframe with Sani Shield.

GUEST AND SERVICE ELEVATORS

25. 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.

26. Every hour on the hour sweep/vacuum carpet at guest elevator landing. Mist Sani Plus on carpet. Remove spots/stain/gums on carpet immediately.

27. Every hour on the hour clean/scrub/wipe scuff marks off walls and baseboards with Sani Shield.

STARBUCKS

28. Clean/wipe down glass windows and windowsills with Sani Shield.

29. Check/remove rubbish on the tables or floor.

30. Mist cushions with Sani Plus. Clean/wipe down furniture with Sani Shield. Straighten-up furniture and flop the cushions. Check/clean under cushions.

31. Clean/wipe down artworks/mirrors/lamps/pillars and baseboards with Sani Shield. Mist Sani Plus on lamp shades.

32. Sweep and wipe off any liquid spills on the floor. Remove spots/stain/gum on carpet/hard floor immediately.

EMPLOYEE STAIRWELL

33. Sweep/mop steps of stairwell and remove rubbish on the ledges in the stairwell.

34. Clean/wipe down handrails in the stairwell and door / doorframe with Sani Shield. Follow up with Sani Plus.

35. 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

36. Dust mop Back of House corridor and wet mop floor with Sani Shield after (Don't forget to place "Wet Floor" signs).

37. Clean/scrub/wipe marks on walls/doors/bumper guards/baseboards with Sani Shield.



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



Public Areas Cleaning Procedures

I have received and read the **Public Areas Cleaning 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.

_____	/	_____	/	_____
PRINT Name		Signature		Date

Department