

A. HOUSEMEN ENTERING GUESTROOM:

1. Put PPE (disposable gloves, mask, safety glasses or face shield, gown) on before entering guest room.
2. Spray **"Sani Shield"** chemical on the door and door handle, avoid spraying onto SAFLOK reader area. Then wipe down with clean cloth/rag.
3. Knocking entry door three times and announce "HOUSEKEEPING" before open the door.
4. Open entry door and spray **"Sani Shield"** chemical on the back of the door and door handle. Place door stopper on the floor to hold door open.
5. Housemen will spray the room with "Fresh Plus" (carpet, drapes, bedding, bed skirt, any porous areas)
6. Strip and separate the room of linen, blanket, towels and shower curtains
7. Linen to be taken to the linen chute room and placed in the appropriate bin, blankets, towels and shower curtains to be taken to the Valet Shop to launder.
8. Remove all rubbish from the room or hallway and dispose.

B. ENTERING GUESTROOM: (Time = 1 minutes)

1. Put **PPE** (disposable gloves, mask, safety glasses or face shield) on before entering guest room.
2. Knocking entry door three times and announce "HOUSEKEEPING".
3. Before opening the door, spray **"Sani Shield"** chemical on the door and door handle, avoid spraying onto SAFLOK reader area. Then wipe down with clean cloth/rag.
4. Open entry door and spray **"Sani Shield"** chemical on the inside of the door and door handle. Place door stopper on the floor to hold door open.

C. BEDROOM: (Time = 10 minutes)

1. Inspect mattress(s) and pillow protector(s) (inner slip), bed pad(s) and bed scarf(s) for stains or damaged and replace it if soiled.
2. Wipe down headboard and all top, edges with a slightly damp, clean cloth/rag with **"Sani Shield"** chemical.
3. Make bed to Hotel standards (see "Bed Making" procedure).
4. Apply **"Sani Shield"** chemical on clean cloth/rag to wipe down all furniture and drawers (in/outside and handles), A/C vent, lamp shades, light switch and knobs, picture frames, all glass tops, wall mirror etc.
5. Double check mirror and all glass tops to ensure there are no streaks or spots after cleaning
6. Check for items that may have left behind inside drawers, behind and under furniture. Also, plugged into the electrical wall outlets.
7. Disinfect the TV and TV remote, telephone, Radio/clock, A/C thermostat etc. with a slightly damp, clean cloth/rag using **"Sani Shield"** chemical.
8. Apply **"Sani Shield"** chemical on clean cloth/rag to wipe down guestroom compendium cover.
9. Apply **"Sani Shield"** to wipe down walls and baseboards with a slightly damp, clean cloth/rag.

10. Vacuum carpet thoroughly, including under the bed(s) and follow up with **"Fresh Plus"** to sanitize it.
11. Spray **"Fresh Plus"** chemical by misting to furniture, chair(s), Ottoman and sofa bed etc. and high touch areas.

D. BALCONY(LANAI): **(Time = 2 minutes)**

1. Apply **"Sani Shield"** on clean cloth/rag to wipe down balcony glass window and sliding glass door, sliding door handle (in/outside), door lock, and balcony railing and furniture.
2. Double check balcony glass window and sliding glass door to ensure there are no streaks or spots after cleaning
3. Check balcony for rubbish and sweep balcony floor, mop floor with **"Sani Shield"**.
4. Lock balcony door.
5. Mist **"Fresh Plus"** chemical by misting to the drapery.

E. BATHROOM: **(Time = 15 minutes)**

1. Pre-spray toilet, sink, and shower with **"Sani Shield"** chemical after entering and sanitizing the room.
2. Discard all used soap, shampoo, lotion and used toilet tissue etc. into rubbish bin.
3. Always use gloves when emptying bathroom rubbish bin/trash can.
4. Clean and disinfect bathroom sink counter with **"Sani Shield"** chemical.
5. Apply **"Sani Shield"** chemical on clean cloth to wipe down bathroom wall mirror. Double check mirror to ensure there are no streaks and spots after cleaning.
6. Clean glass wares or coffee mugs with dish washing liquid and hot water in the basin. Follow up with **"Fresh Plus"** chemical to disinfect by spraying the glass wares or coffee mugs and allow air dry before putting back to designated area.
7. Clean and scrub shower wall, grouts, faucet, shower valve, shower head etc., rinse excess cleaner. Apply **"Sani Shield"** chemical and dry surfaces with a clean dry cloth/rag.
8. Clean and scrub toilet bowl (in/outside), toilet seat and cover, toilet water tank etc., rinse excess cleaner. Apply **"Sani Shield"** chemical and dry surfaces with a clean dry cloth/rag.
9. Any cloth/rag used to clean or wipe the toilet must **NOT** be used on any other surfaces
10. Apply **"Sani Shield"** chemical on clean cloth/rag to wipe down bathroom walls, towel racks, door (front and back), door frames and door knobs, light switch, wall outlet etc.
11. Replenish bathroom amenities: soaps, shampoo, lotion, shower cap, shoe mitt, toilet tissue, towels etc. Double check for hair or stains on the towels before placing in the bathroom.
12. Scan all bathroom surfaces: sink, basin counter, amenity tray, mirror, walls, ceiling, bathtub, toilet and seat cover etc. for hair. Be sure to remove any stray of hair that may have missed during cleaning.
13. Sweep bathroom and room foyer floor thoroughly and apply **"Sani Shield"** chemical onto tile floor and mop it.
14. Spray **"Fresh Plus"** chemical by misting in the bathroom and high touch areas.

F. KITCHENETTE:

(Time = 10 minutes)

1. Apply **"Sani Shield"** chemical on clean cloth/rag to wipe down all cabinet(s) and drawer(s) (in/outside and handles), countertop, backsplash, shelf(s) etc.
2. Clean and disinfect coffee caddy with **"Fresh Plus"** chemical before replenishing coffee, tea, sugar and creamer
3. Clean and disinfect ice bucket and cover with **"Fresh Plus"** chemical. Replace ice bag whether if it is used or not.
4. Thoroughly clean coffee maker and microwave oven (in/outside), then disinfect with **"Fresh Plus"** chemical by misting and allow air dry.
5. Clean and disinfect the refrigerator with a slightly damp, clean cloth using **"Fresh Plus"** chemical.
6. Check for items that may have left behind inside drawers, behind and under appliances. Also, on electrical wall outlets.
7. For specialty suites, all dinner wares, utensils, glass wares, cook wares etc. must be placed in the dish washer to wash. Apply **"Fresh Plus"** chemical by misting before putting back to designated areas

G. GUESTROOM CLOSET:

(Time = 2 minutes)

1. Apply **"Sani Shield"** chemical on clean cloth/rag to wipe down closet sliding glass doors and frames.
2. Apply **"Sani Shield"** chemical on clean cloth/rag to wipe down iron and caddy in the closet.
3. Apply **"Sani Shield"** chemical on clean cloth/rag to wipe down in-room SAFE (in/exterior of SAFE). Report to SECURITY and HOUSEKEEPING if SAFE is closed.
4. Apply **"Sani Shield"** chemical on clean cloth/rag to wipe down light switch, closet shelf and clothes rack in the closet. Report and replace missing clothes hanger(s).
5. Sweep closet floor and spray **"Sani Shield"** chemical onto the floor and mop after.
6. Spray **"Fresh Plus"** chemical by misting to the hanger(s) and ironing board, then allow air dry.