

# **STANDARD OPERATING PROCEDURES**

## **HOUSEKEEPING**

All coach floors & toilets (i.e. floor, wash basin, pipes & health faucet) to be cleaned once in every 2.5 hours (from 0700 Hrs – 2100 Hrs).

### **CLEANING OF COACH FLOORS**

1. Wet cleaning of floors is mandatory 3 times a day (i.e. after breakfast, lunch & dinner) with diluted cleaning solution.
2. Dry mopping of floors every once 3 hours (i.e. 0700 Hrs – 2100 Hrs)
3. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the flooring.
4. Clean small area of the floor and grout and then dry with a sponge.
5. Wet sponge with cold water and remove detergent.
6. They must wipe dry, leaving no body fats or streaks on the floors.
7. Recheck all floors to ensure no dirty streaks are left on the flooring.
8. Care must be taken around toilet to make sure all floorings are dry.
9. Wipe all surfaces with a dry cloth.

### **CLEANING OF TOILET FLOORS**

1. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the stainless-steel flooring.
2. Clean small area of the floor and grout and then dry with a sponge.
3. Wet sponge with hot water and remove detergent.
4. Floors have to be cleaned daily with diluted cleaning solution.
5. They have to wipe dry, leaving no body fats or streaks on the stainless-steel floors.
6. Recheck all floors to ensure no dirty streaks are left on the flooring.
7. Wipe all surfaces with a dry cloth.

### **CLEANING OF MIRRORS**

1. Use a damp sponge with water only to wipe the mirror.
2. Glass cleaner is not recommended for cleaning mirrors because it may leave streaks.
3. Dry and polish the mirror with a dry cloth.
4. Wipe entire area of glass.
5. Check for smudges and re-wipe.
6. From a distance check the mirror for stains and marks and leave the mirror spotlessly clean.

# Hotel Housekeeping Standard Operating Procedures

**Michael Rajnik**



## **Hotel Housekeeping Standard Operating Procedures :**

This book delves into Hotel Housekeeping Standard Operating Procedures . Hotel Housekeeping Standard Operating Procedures is an essential topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Hotel Housekeeping Standard Operating Procedures , encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Hotel Housekeeping Standard Operating Procedures
    - Chapter 2: Essential Elements of Hotel Housekeeping Standard Operating Procedures
    - Chapter 3: Hotel Housekeeping Standard Operating Procedures in Everyday Life
    - Chapter 4: Hotel Housekeeping Standard Operating Procedures in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Hotel Housekeeping Standard Operating Procedures . This chapter will explore what Hotel Housekeeping Standard Operating Procedures is, why Hotel Housekeeping Standard Operating Procedures is vital, and how to effectively learn about Hotel Housekeeping Standard Operating Procedures .
  3. In chapter 2, the author will delve into the foundational concepts of Hotel Housekeeping Standard Operating Procedures . This chapter will elucidate the essential principles that need to be understood to grasp Hotel Housekeeping Standard Operating Procedures in its entirety.
  4. In chapter 3, the author will examine the practical applications of Hotel Housekeeping Standard Operating Procedures in daily life. The third chapter will showcase real-world examples of how Hotel Housekeeping Standard Operating Procedures can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Hotel Housekeeping Standard Operating Procedures in specific contexts. This chapter will explore how Hotel Housekeeping Standard Operating Procedures is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, this book will draw a conclusion about Hotel Housekeeping Standard Operating Procedures . This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Hotel Housekeeping Standard Operating Procedures .

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