

HOUSEKEEPING PROCEDURES

PREPARING TO USE THE CLEANING CART

- At the beginning of the work day or after, get job assignment from head housekeeper, number of rooms to be cleaned, additional services such as a cot, VIP room, room master key
- Prepare the cart in the office stock the cart with the clean linens necessary to prepare each room
- Give yourself a security margin of 10% extra linens in case of need
- Refer to the diagram below
- Stock the cart with welcome products on the top of the cart in the proper compartments
- Install the bucket containing cleaning products and materials
- Put in place the laundry bag and the trash bag

