

HOUSEKEEPING ROOM PROCEDURES (These procedures are in addition to regular cleaning)

Main Room/Bedroom

- All bedding needs to be replaced/cleaned (sheets, all blankets, pillow protectors, mattress cover, bed-skirt, comforter)
- Robes need to be replaced, even if they do not look as though they were used
- Sanitize all door handles (Main door, door to deck)
- Sanitize all light switches and lamp switch or toggles
- Sanitize alarm clock
- Sanitize telephone
- Sanitize remote control and then place into ice bag
- Sanitize temperature controls
- Sanitize all drawer handles
- Sanitize luggage rack, hangers, iron and ironing board
- Sanitize all window operating mechanism
- Sanitize seating by spraying yellow cleaner on rag and wiping down
- Use of UV light

Bathroom

- Sanitize door handles
- Sanitize cupboard and drawer handles
- Sanitize light switches
- Sanitize window operating mechanism
- Replace shower curtain and liner
- Replace all towels (including un-used)
- Dispose of all amenities
- Replace opened toilet paper

Outside

- Sanitize railings
- Furniture

Things To Remember

The Yellow Peroxide based cleaner can be used on all items in the room including furniture. Please do not spray directly into the light fixtures or onto cloth furniture. Instead spray onto a rag and wipe these items down.

Rooms are not to be entered during in between guests after it has been cleaned and sanitized.

Before entering a room for cleaning, open doors and window and allow room to air out for at least 20 minutes.

You must wear a mask while cleaning rooms.

Gloves should be worn during cleaning of room and need to be properly removed and replaced before cleaning the next room. Hands should also be washed in between cleaning rooms for 20 seconds with soap and water or by using hand sanitizer.

All linen must be put into cloth bags and left in a room that has not yet been cleaned. When bags are removed, they need to be taken directly to laundry.

If you share equipment with another staff member, you will need to sanitize the equipment before switching. Also, at the end and beginning of your shift, you will need to sanitize equipment. For instance, all broom handles and vacuum cleaner handles.