

	<b>RESOURCE LIBRARY</b> <b>HOTEL OPERATIONS - HOUSEKEEPING</b> <b>Periodic Cleaning</b>	<i>CODE:</i> 03.05.046
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**Policy & Procedure:**

- For thorough cleaning of areas which cannot be cleaned daily an extra cleaning schedule is followed.
- Schedules of weekly, monthly, quarterly, twice yearly and yearly cleaning are prepared for rooms and public areas.
- Schedules are prepared as per:
  - Areas – Restaurants, Rooms, Lobby, Banquets etc.
  - Type of cleaning – A/C grills, bathroom tiles, under furniture cleaning, wall washing, ceiling cleaning etc.
- Schedules are prepared on a chart and the progress of each area is monitored for progress.
- Team member are briefed in the morning for the extra cleaning work to be undertaken.
- Pending jobs are completed in a specified time period.

Monday	Bathroom – Tiles/Fixtures/Shower doors
Tuesday	Lampshades & Mini Bar Cupboard
Wednesday	Wardrobe, furniture
Thursday	A/C Grills, walls, ceiling
Friday	Under bed, headboard, upholstery
Saturday	Carpet edges, skirting
Sunday	Windows, door frames