



The
ABC's
of
Cleaning
a Guest Room

The image features a hand-drawn title on a purple background. The text is written in a yellow, bubbly, 3D-style font. The words are arranged as follows: 'The' at the top, 'ABC's' in the largest font in the middle, 'of' in a smaller font below it, 'Cleaning' below that, and 'a Guest Room' at the bottom. The background is decorated with various hand-drawn elements in a light purple color, including dashed lines, arrows, stars, and spirals.



BATHROOM



BEDROOM

A



Away with
the Old

A - AWAY WITH THE OLD

1. Walk into room with garbage bag and bed linen. Place linen on chair/sofa
2. Turn on all lights and open the curtains
3. Check for lost and found and give job orders
4. Walk around the room to gather loose trash and empty the wastebaskets. Remove any in-room dining items
5. Collect the dirty guest room glasses and take them to your cart
6. Retrieve your bathroom cleaning tools and chemicals and return to the bathroom
7. Close the lid on the toilet and flush
8. Gather all the bath and bed room linen and take it to the trolley.
9. Return to the bedroom with you bedroom cleaning tools and chemicals.

Tools: Vacuum machine, dusting cloth, high duster

Chemicals: Glass cleaner, wood polish, multi-purpose cleaner

10. Strip the bed and take dirty linen to your cart

B

Bed



B – BED MAKING

1. MAKE THE BED ACCORDING TO THE STANDARDS

Cleaning Chemicals



C – CLEANING CHEMICALS

1. Return to bathroom. Spray bathroom cleaner on sink, vanity and fixtures. In stay-over rooms, carefully move the guest's belongings to one side of the vanity
2. Spray bathroom cleaner (using pump-up sprayer) on the shower walls, tub surfaces and tub fixtures, completely covering all surfaces
3. Spray bathroom cleaner on the toilet seat, lid, tank, handle, and base, inside the bowl along the rim and under the water line

Dusting



D – DUSTING EVERY WHERE

1. Return to the room and walking in a clockwise circle around the room, dust all the furnishings including any furniture on the balcony if open. With your high duster dust the tops of pictures, mirrors, door frames and other hard to reach places
2. Check the operation of the hair dryer and place it in its proper location
3. Arrange the furniture's and the guest items alongside while doing the dusting of the room.
4. Observe the missing items from the room to take it from the cart after finishing the room

E



Everything
in the Bathroom



E – EVERYTHING INSIDE THE BATHROOM

1. Return to bathroom and clean walls and the glasses of the bathtub
2. Scrub the bathtub and wipe it off.
3. Clean the WC from inside and outside including the toilet seat cover and lid.
4. Wash the bathroom glasses or any cups from the room and stock it again.
5. Clean the mirror of the vanity counter and scrub the wash basin and the vanity counter and wipe it off.
6. Clean the shelves under the vanity counter
7. Clean the glass rack and the telephone in the bathroom.
8. Do the thorough dusting of the skirting's and the corner of the bathroom floor.
9. Clean the bathroom glass door.
10. Once the vacuum is done then wash the mop cloth in the bidet and then clean the bidet.
11. Finally do the mopping of the bathroom floor by using sprint flower chemical.

F

Finish
the Bedroom



F – FINISH THE BEDROOM

1. Clean the closet. Check over and clean the iron and ironing board; make sure you empty any water from the iron and check the luggage racks, hangers and safe
2. Perform a visual inventory of bedroom and closet amenities. Return to cart to pick up any missing ones, as well as any needed glasses, mugs and coffee. Replace amenities walking throughout the room in a circle
3. Starting at the door, walk the room in a circle and using cleaner and a micro-fiber cloth spot clean the walls, AC vents, doors, mirrors, artwork and windows. Close the curtains after you have cleaned the windows
4. Take one last look around to make sure lampshades are straight, bed covers hang properly and the furniture is in the proper position. Take a moment to enjoy the pride
5. Spray the air freshener
6. Starting at the far end of the room, vacuum it, turning off all lights as you go
7. Securely close the door