

	<b>RESOURCE LIBRARY</b> <b>HOTEL OPERATIONS - HOUSEKEEPING</b> <b>Control of Cleaning Chemicals</b>	<i>CODE:</i> 03.05.108
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**Description:**

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**OBJECTIVE**

- It is important to keep tight control on the use of chemicals in order to reduce departmental operating expenses, ensure correct use and reduce abuse.

**STATEMENT OF POLICY & PROCEDURE**

1. The following actions will ensure adequate controls are in place to control the use of cleaning chemicals:
  - a. Issue Room Attendants with their cleaning chemicals daily and ensure return before going off duty.
  - b. Do not permit storage of cleaning chemicals daily and ensure return before going off duty.
  - c. Label containers according to Room Attendants section
  - d. Avoid the purchase of aerosol containers.
  - e. Train all employees in the correct use of all cleaning chemicals.
  - f. Buy in walk whenever consumption warrants.
  - g. Ensure chemicals are diluted according to manufacturer's instructions.
  - h. Never use a solution any stronger than necessary for satisfactory result.
  - i. Constantly research the market for new, more efficient, less expensive products.
  - j. Keep the number of cleaning chemicals used to the bare minimum necessary.
  - k. Never permit employees to bring their own cleaning chemicals.
  - l. Review consumption monthly.

**Note:**

- For reason of safety never mix or permit the mixing of different chemicals. Always label chemical containers with the content. Get rid of all unlabelled chemicals.