**Daily Service Clean Process (Partial Service)**

**Indicated below we have the proposed steps to cleaning a Westgate villa. These steps are placed to ensure we establish the process to clean each unit.**

**Steps**

The following are the steps to follow when entering an occupied unit:

**One:** Replace towels - Bathroom

**Two:** Tidy up bathroom

**Three**: Make bed (new linen if needed)

**Four**: Tidy up bedroom

**Five:** Tidy up living room (mop and vacuum if needed)

**Six:** Tidy up kitchen (arrange dishes if in sink, wipe down counter)

**Seven:** Load any dirty dishes, glassware into the dishwasher and leave running.

Always remember to greet each guest using established Westgate standard scripts.

I acknowledge that have been properly trained to clean a unit as indicated in the process above.

I agree to use all authorized Westgate cleaning chemicals in accordance to all respective areas indicated to use with the correct tools and best practice.

Name of Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Trainer Name/ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_