

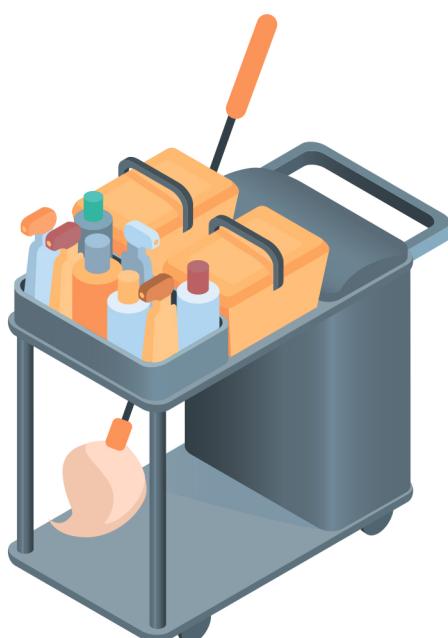


HOUSEKEEPING MANAGEMENT

Sample frequency schedule for cleaning in the guestroom

Module 4

Frequency schedules show how often the items listed in an area inventory list are to be cleaned or maintained. The frequency of cleaning is directly related to the type and amount of soiling expected in the area or on the item to be cleaned. Frequency schedules divide the cleaning and maintenance tasks into daily, weekly, monthly, or periodic tasks. Many tasks in the public areas are scheduled for the night. The higher the standards of cleanliness and hygiene sought, the more frequent the cleaning needed. It should be remembered, though, that some tasks should not be done too often, as excessive cleaning of certain surfaces can damage them. These periodic tasks done at longer intervals are designated as deep cleaning tasks or special projects. Deep cleaning and special projects should be scheduled for periods of low occupancy, and many such tasks take place during the night shift. A sample frequency schedule for cleaning a guestroom is presented here.



Bedroom		Bathroom	
Cleaning tasks	Frequency	Cleaning tasks	Frequency
Clean doors, locks, chains, stops	1/D	Damp-dust bathroom doors	1/D
Clean lights, switches	1/W	Clean lights, switches	1/W
Clean lights, switches	1/D	Check lights, switches	1/D
Clean selling	1/M	Clean selling	1/M
Dust walls	1/W	Dust walls	1/W
Wash walls	1/6M	Wash walls	1/6M
Vacuum clean/mop floor tiles	1/D	Mop floor tiles	1/D
Buff floor tiles	1/M	Buff floor tiles	1/M
Polish floor tiles	1/6M	Damp-dust mirrors	2/D
Dust all woodwork	1/D	Polish mirrors	2/W
Polish all woodwork	1/M	Clean tub, grab bars	1/D
Clean window drapes and tracks	1/M	Clean shower head	1/M
Clean windows	1/W	Damp-dust shower curtain	1/D
Check heating/air-conditioning setting	1/D	Scrub shower curtain	2/M
Dust and check television and radio	1/D	Check and clean fixtures, faucets	1/D
Damp-dust head boards	2/W	Clean toilet - flush handle, seat	1/D
Change spreads, bedding	2/D	Check and clean tissue holder	1/W
Turn and rotate mattress	1/6M	Empty and clean sani-bin	2/D
Clean dressers, nightstand	2/W	Dust exhaust vent	2/M
Clean lamp shades, lamps, bulbs, check lamps, bulbs	1/W	Replenish amenities	1/D
Vacuum chairs, sofa	2/W		
Empty and clean ashtrays and wastepaper baskets	1/D		
Vacuum carpets	2/W		
Shampoo carpets	1/6M		
Damp-dust pictures and mirrors, polish picture and mirror glass	1/D		
Dust closet and safe	2/W		
Damp dust mini bar	2/W		
Replenish contents	1/D		
Replenish amenities	1/D		

Notes: D = day; W = week; M = month; 2M = two months; 6M = six months