

THE MAID CART

- giant tool box where all the supplies needed

3 Shelves:

-) lower two shelves are for stocking linens
-) top shelf is used for stocking supplies
-) Heavier linens are placed on the lowermost
-) lighter ones are on the top shelf

- The cart contains two bags: one for collecting soiled linens and the other one for collecting garbage.
- storage space for vacuum cleaner and a hand container or caddy
- The top of the cart is designed to have partitions for amenities and amenities.
- Each maid, after receiving her room assignment, should check her supplies

- * The top tray should be arranged with the ff guest supplies:

Room	Bathrooms
Water tumbler	Gangle tumblers
Service Directory	shoe mitts
"Do-not-Disturb" cards	soaps/ soap dish
Guest stationery	toilet rolls
ball point pens	toilet tissues
Bibles/Gita/Koran	Shower caps
Ash trays	soaps suds
Match boxes	shampoo bottles
Laundry forms and laundry bags	Disposable bags
Clothes hangers	Vanity kits
Candle stands	Vanity display baskets
Scribble pads	

- * The lower shelf of the cart is used to carry heavier items like mattress protectors, bed sheets and night spreads. The middle and top shelf stock pillow slips and bath linen.
- * Cleaning agents are kept on the top tray for easy access.

Consideration for selection of a maid cart

- consideration is given to it being lightweight to ensure easy mobility by the maid
- wheels of the cart must be of sturdy construction and should be oiled well

Setting Up Maid's Cart or Trolley with Cleaning Materials

- bed sheets should be placed in one shelf, towel in another shelf, and bathroom amenities should be in a separate shelf. There should be a garbage bag in one corner of the maid's cart with lid and another bag on the other end for storing soiled linens
- Common supplies loaded on the maid's cart are shampoo, moisturizer, mouthwash, foam bath, shower cap, detergent, toilet rolls, tissue –box, soap dish, disposal bag, bath towel, hand towel, face towel, bath mat, bed spread, and pillow covers.
- Hand caddies: Also called 'cleaners' boxes'. They consist of a box with a handle and fitted tray. They are used by room attendants for carrying cleaning supplies from room to room for guestroom cleaning.
- Cleaning supplies should be kept in a separate hand caddy

Housekeeping Study Guide

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