

STANDARD OPERATING PROCEDURES

HOUSEKEEPING

All coach floors & toilets (i.e. floor, wash basin, pipes & health faucet) to be cleaned once in every 2.5 hours (from 0700 Hrs – 2100 Hrs).

CLEANING OF COACH FLOORS

1. Wet cleaning of floors is mandatory 3 times a day (i.e. after breakfast, lunch & dinner) with diluted cleaning solution.
2. Dry mopping of floors every once 3 hours (i.e. 0700 Hrs – 2100 Hrs)
3. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the flooring.
4. Clean small area of the floor and grout and then dry with a sponge.
5. Wet sponge with cold water and remove detergent.
6. They must wipe dry, leaving no body fats or streaks on the floors.
7. Recheck all floors to ensure no dirty streaks are left on the flooring.
8. Care must be taken around toilet to make sure all floorings are dry.
9. Wipe all surfaces with a dry cloth.

CLEANING OF TOILET FLOORS

1. Apply diluted cleaning solution on to the scrubber and scrub top to bottom ensuring dirt/hair are removed from the stainless-steel flooring.
2. Clean small area of the floor and grout and then dry with a sponge.
3. Wet sponge with hot water and remove detergent.
4. Floors have to be cleaned daily with diluted cleaning solution.
5. They have to wipe dry, leaving no body fats or streaks on the stainless-steel floors.
6. Recheck all floors to ensure no dirty streaks are left on the flooring.
7. Wipe all surfaces with a dry cloth.

CLEANING OF MIRRORS

1. Use a damp sponge with water only to wipe the mirror.
2. Glass cleaner is not recommended for cleaning mirrors because it may leave streaks.
3. Dry and polish the mirror with a dry cloth.
4. Wipe entire area of glass.
5. Check for smudges and re-wipe.
6. From a distance check the mirror for stains and marks and leave the mirror spotlessly clean.

Housekeeping Standard Operating Procedures Manual

Ying-Ying Zheng



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