

Room Cleaning Cycle

7. Final Checks

What?

- Turn off Lights / Heating / Air Conditioner and put away the remotes.
- Make sure Table and Pillows are in the correct location.
- Leave the door open for cleaned rooms.
- Ensure the Cleaning Bag is clean and refilled for the next day.



6. Check Room Items

Why? Ensures customers have everything they need for their stay.

What?

- Refill Tissues / Extension Cable / Folding Mirror / Hangers (Beds*2+1)



5. Clean Surfaces

Why? Provides customers with a clean, comfortable environment.

What?

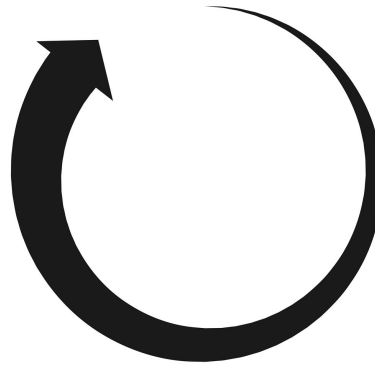
- Vacuum the floor.
- Use Water Spray and Wipe all surfaces. Lift up items if needed.
- Clean Folding Mirror.
- Clean trash bins and add 2 trash bags; one folded inside and one open.



4. Bedding

What?

- Add Duvet Covers and fold on top of Blanket.
- Add Pillow Case and put on top of Duvet. (right side)
- Put sheets and towel on the left side.
- If winter: add Electric Blanket.



1. Collect Laundry + Trash

Why? Enables an early start of laundry services. Allows for quick check of forgotten items. (In case guests are still present)

What?

- Towels / Pillow Covers / Duvet Covers / Bed Sheets
 - Make sure the zipper of Duvet Cover is closed.
 - Separate Bed Sheets from the rest.
 - Make sure to include the towels from the bathroom baskets.



2. Bedding Sets & Cleaning Bag

What?

- Face Towels / Pillow Covers / Duvet Covers / Bed Sheets
 - 1 towel per person. Add 1 Big Towel if guest stays 2 nights or longer.



3. Mattress

What?

- Use a lint roller to remove hair and dirt from the Mattress Protector.
- Fold the Mattress in 3.
- Fold Blanket on top of Mattress.

