

# Component Three: Housekeeping cleaning checklist

Programme: BA International Hotel Management  
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Student Name: Mircea Nicolae Tilica  
Student Number: 2246572



# Introduction

- The presentation focused on the health and safety guide and emphasised the significance of health and safety
- The presentation will provide training to educate and inform the housekeeping staff about the crucial health and safety practices
- The hotels ensure a safe working environment for all staff members
- The training session aims to ensure the execution of hotel guidelines
- The presentation will also empower staff to recognise and mitigate hazards
- It will also promote a culture of responsibility and safety within the department.



# Our Commitment

- The commitment of the Maldron Newcastle is to ensure the health of their staff
- Maldron Hotels hotel is dedicated to carrying out more initiatives to reduce its influence on the environment (Maldron Hotel Newcastle, 2024).
- The carefully crafted Health and Safety Guide was created especially for the housekeeping staff of the Maldron Newcastle Hotel.
- It includes a wide range of rules, practices, and safety measures
- They are created to ensure the physical security and safety of their valued housekeeping staff members.
- It also ensures safety compliance and electrical testing (Maldron Hotel, 2024)



# Precautions needed for health and safety practices



## 1. Personal Protective Equipment (PPE)

PPE is a very crucial shield against the possible dangers of chemicals, cuts, and knives and also abrasions and ensures the health and well-being of the housekeeping staff (Holland et al. 2020).



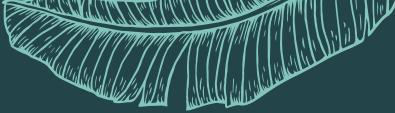
## 2. Slip and Fall Prevention

Pays due attention to the wet surfaces and spills and quickly reduces them to avoid slips and falls (Chang et al. 2016). Use warning signs to alert both guests and staff of the potential hazards and proactive hazard mitigation. Develop recurrent inspections to detect and correct any anti-even floors or trip risks in the guest rooms and also communal areas.



## 3. Chemical Safety

- Includes Applying cleaning products as stipulated by the manufacturer and using the recommended dilution ratios.
- Do not mix chemicals, since this might lead to a lot of dangerous outcomes.
- When using powerful cleaners, make sure the ventilation is adequate to prevent any respiratory problems and also harmful fume fumes (Phillips et al. 2018)
- Keep cleaning chemicals in the assigned areas that are away from the guest's access so that accidental exposure and ingestion would not happen.



# Procedures needed for health and safety practices



## 1. Room Inspection

Before starting the cleaning operation, carry out a room check for any possible risks or maintenance concerns.

Make certain the glass is not broken and faulty electrical outlets are reported to the maintenance department immediately.

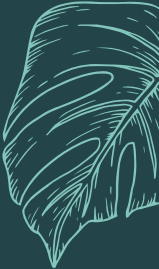


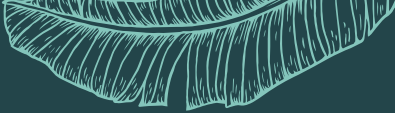
## 2. Ventilation:

Open any windows or use ventilation fans for good ventilation when cleaning

This is especially required when using any strong chemicals

Proper ventilation is very crucial to ensure the gases are dispersed and have good quality indoor air for both the staff and also guests (Rosemberg, 2020).





# Procedures needed for health and safety practices



## 3. Cleaning Sequence

Use a methodical procedure to tidy up the rooms to increase efficiency and also avoid having to review steps.

Clean from the top (the ceiling and light fixtures) and continue to make sure all surfaces are cleaned and disinfected.



## 4. Storage of Cleaning Supplies:

Make certain that the storage areas are ventilated and arranged to provide easy access and avoid spills or leaks.

Keep cleaning chemicals and supplies in the assigned storage locations to avoid guest access, which can cause accidental ingestion or exposure (Ambardar, and Raheja, 2017).



# Procedures needed for health and safety practices



## 5. Reporting Hazards:

Call all the staff members to promptly report any hazards or maintenance concerns they discover when carrying out housekeeping activities.

Implement clear communication channels and procedures for the reporting of hazards that are dealt with promptly by the relevant department.



## 6. Emergency Procedures:

Deliver training and also advice on emergency response procedures, e.g. how to evacuate guests and workers in the event of fires or other emergencies.

Make sure that every employee is knowledgeable about the location and proper use of the emergency exits, fire extinguishers, and also other safety gear (Anichiti et al. 2021).

# Equipment needed for health and safety practices



## 1. Cleaning Tools

Give the employees necessary sanitation equipment including microfiber mops, cloths, and also HEPA-filtered vacuum cleaners.

These tools are developed for efficient removal of dust and allergens without releasing them into the atmosphere.



## 2. Cleaning Solutions

Use industrial-strength products that are professional-grade and at the same time eco-friendly to ensure the safety of the guests and the employees.

For best results and the safety of use follow the instructions of the manufacturer on the reagent dilutions and use (Neog, 2021).



## 3. Ladders and Step Stools

Provide ladders and step stools in good condition and use them with caution to reach a high place.

Give training on how to use a ladder safely, including where to position it, the weight that it can manage and also how to stabilize it to prevent any accidents.

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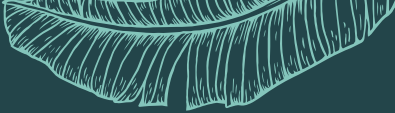
An illustration of a person with dark hair and a green shirt, coughing into their elbow. They are surrounded by various allergens and irritants, each enclosed in a red circle with a diagonal line through it, indicating they are harmful or prohibited. These include a nose with tears, a dog, a cat, a fish, a hand with a rash, a factory, a bottle of medicine, a flower, a bee, a bird, a leaf, a plus sign, a minus sign, a heart, a star, a circle, a square, a triangle, a diamond, a hexagon, a heptagon, an octagon, a nonagon, a decagon, a hendecagon, a dodecagon, a tridecagon, a tetradecagon, a pentadecagon, a hexadecagon, a heptadecagon, an octadecagon, a nonadecagon, and a icosagon. The background is white with light blue clouds.

Train the staff about the common allergens and why it is necessary to do a thorough cleaning to keep the environment safe and also comfortable for all the guests (Loerbroeks et al. 2019).

# Biohazard Clean-up

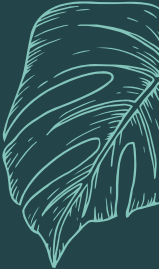
- Produce protocols to handle the biohazards such as bodily fluids, and also provide the staff with proper training and gear for safe disposal.
- Comply strictly with sanitation measures to keep the contamination of as well as transmission of infectious diseases to a minimum (Mayer et al. 2022).

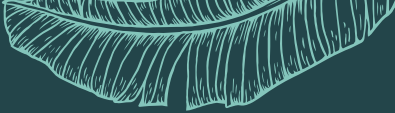




# Emergency Response Protocols

- Develop written procedures that will guide the handling of emergencies like spills, injuries, or fire outbreaks
- Set up training sessions regularly so that all the staff members are well prepared to act fast and also appropriately in any situation
- It can be done by reducing the risk and guarding both the guests and the staff members.

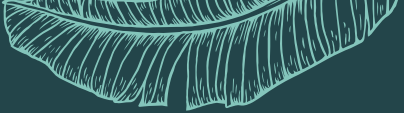




# Conclusion

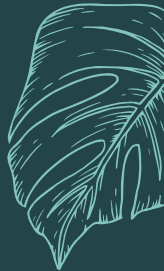
- The presentation has focused on the significance of health and safety practices
- It helps housekeeping staff implement hotel guidelines for improved safety
- It allows staff to promote safety and responsibility within each department





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# Thanks

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