



Health and Safety in the Housekeeping Department

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Fire Evacuation Procedure

In case of an fire alarm all staff has to immediately stop from their activity and prepare for evacuation by following the Evacuation Plan step by step.



Don't stop to recuperate any unnecessary belongings such as: phone , jacket or bag.



(Libbusp,2024)

If you are in the middle of cleaning a room place the trolley/ vacuum cleaner in the room and close the door.



Follow the fire evacuation route and close any open doors you find on your way out.

Use the stairs for evacuation, never use the lift. In case of a fire alarm, every linen room has a Sutter to prevent entry to the lift so please keep the area accessible.

Meet the rest of the team at the “Assembly point” in the parking area in front of the hotel.

In case you notice a fire press the “Alarm button” position on every floor on the middle of the corridor and next to the fire exit door.



Health and Safety Tips

Keep the area clean and organize, avoid leaving lining on the floor or to keep the door open to prevent fire or tripping hazards.

Use the provided PPE: gloves, masks and goggles to avoid any harm from the chemicals used.

Use the specific color coded cloth for cleaning the room to avoid cross contamination.

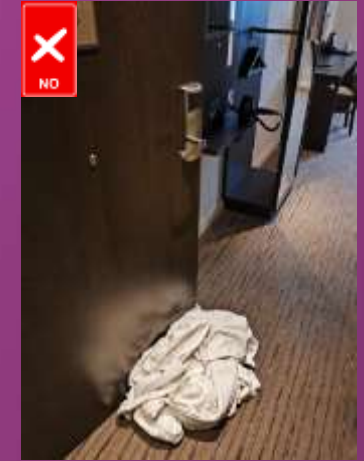
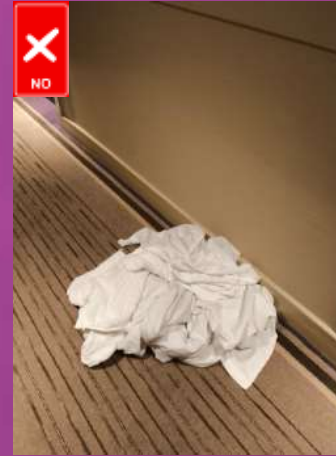
Don't use one cloth with two different chemicals as they can become toxic if they have a chemical reaction.

Never leave the chemicals unattended.

Always check the vacuum / dishwasher if they are in good condition. Report to manager if they are damage.

Wear non-slip shoes while at work.

If something is spilled on the floor clean as soon as possible and place a sign on the area until dry.



Linen Room

Keep the First Aid Kit accessible.

Avoid storing the chemicals and food together, if needed place the food items on top shelves and the chemicals on the bottom.

Sort the linen on the shelves keeping in mind that the heavier items should be placed on the middle shelf.

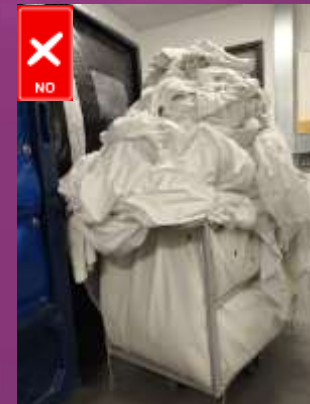
On the chemical shelves, keep the corrosive chemicals on the bottom shelf.

Don't overload the shelves to avoid the items falling down.

Don't overflow the cages or the trolleys.

Avoid storing items in front of the door or behind the door.

If an item is not needed pack it up and store in the design area.



Chemicals

It is essential to store the chemicals correctly : in the assign area labeled accordingly.

Always use the “Task card” to refill the chemicals and when you use them.

Use the PPE provided by the site when handling the chemicals.

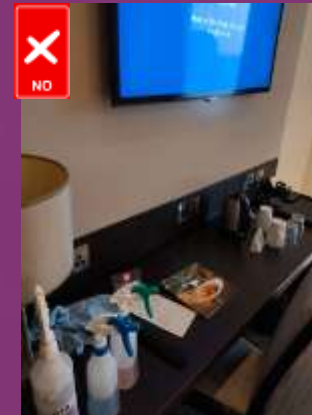
Our site is using a QFM Dispenser so the chemicals have to be labeled with the date of the refill and with the use by date.

Use only the provided bottles, each bottle being use for only one type of chemical.

Do not different chemicals.

Always read the labels and follow the weaning signs (COSHH)

Never leave the chemicals unattended outside t he linen room.



(GOV,2024)

Before you start

Before you start the cleaning of the day it is important you prepare your trolley.

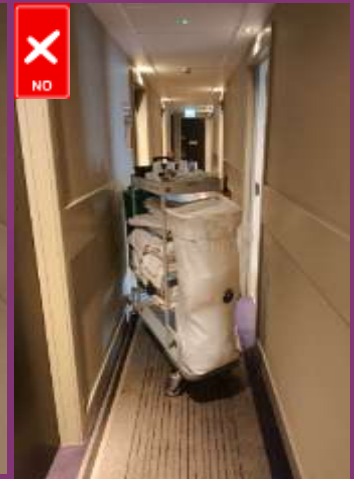
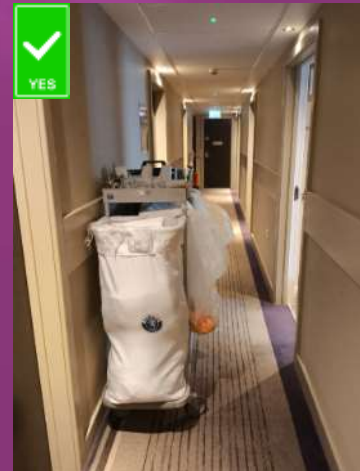
Add only the necessary items and don't overflow the trolley.

Check if the trolley is in good condition and if the wheels are moving freely.

Remember the trolleys and cages were design to be pulled rather than push.

Keep the trolley away from walls and skirting boards.

Make sure you have space to walk around.



Room cleaning Step by Step



1. Striping the room:
Ensure room is well-ventilated.
Remove all towels/bedding
Remove all the garbage
Remove all the cups, glasses and cutlery

2. Active cleaning

Start by dusting the room: desk, bedside tables, headboard, window sill, cabinet.

Make the bed by standards.

Move into the bathroom:

Add the toilet cleaner and wait to action for 5 min.

In the meantime clean the mirror, shower and sink with the specific cloth(Red /Blue)

Clean the toilet with a yellow cloth.

Sanitise your hands.

Add new towels, toiletry and toilet paper if needed.

3. Final touch:

Double check the room is in high standards.

Vacuum the area.

Mop the bathroom.

Spray the room freshener on the floor.

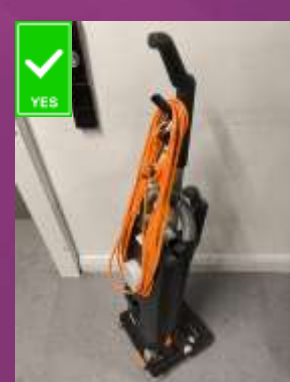
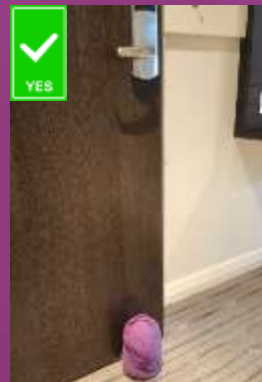
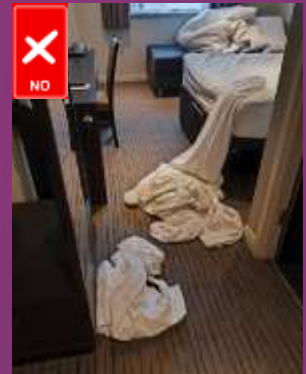
Leave the room and ensure everything is locked.

While cleaning the room

Keep the area clutter free to have easy access and avoid tripping.

Keep the wire from the vacuum neatly.

Use the bin door stopper.



Summary

Is all our responsibility to keep us and our colleagues safe while we are at work.

The procedures were created in the best interest of keeping the employees safe during the shifts.

If you are not sure about something ask your manager for advice.

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