



We Color You Safe!

Step



Guest Room Hygiene: Sequence & Process

PREPARATION



Note: The detailed Guest Room processing described here should be considered a template for a STANDARDIZED process. UMF will revise, re-title and edit as required to meet each hotel brands specific requirements.

For more information, call 888-920-0370

CART: Prepare all items to be used or taken into room

Put on gloves



Put on face mask (if required)



Avoid the **5** Deadly Sins

- o Hair in the bed
- o Trash in the basket
- o Mildew in the tile grout
- o Hair on the bathroom floor
- o **Mattress stains**

Cleanliness Inspires Loyalty™

A

Away with the OLD



Open door and place DOOR-STOP

VISUAL INSPECTION: Walk into room with garbage bag & bed linen. Place linen on sofa/chair. Observe overall condition of room and note any issues.

Check all drawers for debris.

Check closet for all accessories.

Turn on ALL lights and open ALL curtains.

- Make note of any light bulbs not working, condition of lamp shade & lamp.
- Make note of any issue with curtain function

Collect all garbage in the room. Look under the bed, under chairs, under desk, collecting and bagging any debris.

Empty waste baskets & recycling containers. Clean out containers as required - wipe down rims and exterior with disinfectant by spraying disinfectant on a **YELLOW PerfectCLEAN WIPER** (do not spray disinfectant on container).

Collect the following items (if dirty): Ice bucket, coffeepot, coffee basket, etc. Place all items in sink.

Take all dirty glassware to your cart. Trays & dishes placed in hall.

In the BATHROOM – First, Shake shower curtain vigorously. Pick-up towels and put in laundry bag. Remove any litter. Avoid contact with any Guest personal items. For stay-over guests, carefully move items to one side of the vanity. For **GLASS swing door or GLASS sliding door** see *Miscellaneous* below.

Check condition of shower curtain, curtain hooks and use a DRY PerfectCLEAN **12" ORANGE FLAT MOP** on bathroom floor to remove any hair and dust. If mop head is covered in hair, remove mop at the door and place in soiled-laundry bag.

NEXT: PREPARE GUEST ROOM.

B

Bed & Bedding



-
-
-
-
-
-

STRIP BED: First check both sides of the duvet cover – if stained remove (*according to brand policy*).

Check the sheets and pillowcases for stains or spills. Before removing sheets check carefully to make sure there are no wet spots.

To remove sheets - carefully fold corners to middle, ball up and remove avoiding contact with your clothing. Take all linens to cart.

If you suspect urine or other bodily fluids carefully go to cart and get a plastic bag. Carefully fold sheets and mattress protector (*if used*) so as to NOT make contact with fluids and place in plastic bag and seal the bag. Call manager for pickup.

Before making the bed, check the mattress pad and/or mattress for any stains and/or odors. Evidence of any type of body fluid or unusual odor should be immediately reported to your manager. Reposition the mattress as necessary.

Make the Bed(s).

C

Cleaning Chemicals



-
-
-
-
-
-
-
-
-

Clean dirty coffeepot, basket, and ice bucket using dishwashing liquid and a **PerfectCLEAN GRAY SPONGE**. Thoroughly rinse and dry with a **16" GRAY PerfectCLEAN WIPER** and return to proper location. Clean and check hair dryer.

RETURN TO BATHROOM. Start by misting bathroom surfaces using ("*insert type*") disinfectant. Start high (shower head & walls) to low (base of toilet). Mist faucets (sink & shower), sink & tub drains, soap dish, towel holders, etc.

DO NOT FLUSH THE TOILET AT THIS TIME (*toilet plume creates a bio-aerosol which can make you and the Guest sick*) - **must allow disinfectant to achieve dwell time**.

Spray disinfectant on toilet covering: tank, tank base, flusher, seat & seat cover, toilet base, inside of toilet.

Mist doorknobs.

NOTE: *The room attendant should be familiar with the dwell time and any precautions for the disinfectant used.*

DO NOT WIPE DOWN THE BATHROOM AT THIS TIME - must achieve disinfectant dwell time

Check Level of Hand Sanitizer and Disinfectant Wipes - refill/replace as required (*if applicable*).

ONEper ROOM METHODOLOGY: All cleaning products used in a Guest Room go into the soiled laundry bag and NEVER into another Guest Room.

D

Dusting & Disinfecting



-
-
-
-
-

Starting at the door, walk the room in a circle using a DRY PerfectCLEAN **BLUE FRINGED FLEXIBLE DUSTER** to dust all high surfaces: Picture Frames; Head Board; Fan Blades; Door & Window Frames; Valances; Lamp Shades; Behind Wall mounted TV and any other difficult to reach surfaces.

Lightly mist the PerfectClean **BLUE FRINGED FLEXIBLE DUSTER** to clean air vents and returns.

Using the **2-FOLD METHOD** mist the **PerfectCLEAN YELLOW WIPER** lightly with cleaner / sanitizer / disinfectant to spot clean walls (*if required*), baseboards, mirrors, artwork (glass only); windows and all flat surfaces. Wipe all windowsills and AC vents last. Close the sheers.

Check the operational status of the TV, TV remote, alarm clock, radio and telephone. Make note of any damage.

2-FOLD METHOD: Fold wiper in half then fold in half again. Results in 8 clean hand sized wipes.

E

Everything in the BATHROOM



- Check and Clean hair dryer.
- In stay-over rooms, carefully place guest items on a face cloth.
- Move shower curtain to the side and rinse shower walls.
- Return to the bathroom. Using the **12" ORANGE FLAT MOP** start high (shower walls) and work down to the floor.
- Mist and use additional disinfectant as needed.
- ORANGE SPONGE (if applicable)**: Use sponge to safely scrub away soap scum and suntan oil ring in tub.
- SHOWER - GLASS SWING DOORS (if applicable)**: After cleaning inside glass panels use squeegee to clear all water from glass to eliminate water spots.
- SHOWER - SLIDING GLASS DOORS (if applicable)**: Use **PADDLE** with **ORANGE MITT** to clean spaces between glass doors and support beam.
- Use the **ORANGE MITT** and additional disinfectant (if required) to clean the toilet. Start with the tank, then toilet seat and cover. **ROTATE MITT**- backside to front - and thoroughly wipe down bowl and base. When finished, the mitt goes directly into the soiled-laundry bag (1 mitt per toilet). You have now **isolated the toilet** from everything else in the Guest Room. Training Video Available 
- Shampoo / Conditioner / Shower Gel**: If refillable wall mounted containers are used - refill as required and wipe down with **ORANGE WIPER** and (_____) disinfectant.
- Using an **ORANGE WIPER** clean, rinse and dry the sink, vanity and fixtures. Wipe down towel bars. Training Video Available 
- Scrub inside of toilet bowl with brush. **CLOSE LID and NOW flush.**
- Clean mirror and wipe down all areas including sink with **ORANGE WIPER**.
- Return to the cart and pick up all the bathroom amenities, toilet paper as required, glasses, mugs, etc. Place them in their proper location.
- Return to cart and pick up bath linen. Restock the bathroom.
- Finally, mop around toilet then mop rest of floor moving to the door. Use **Tap & Pull** method to remove flat mop at door and put into soiled-laundry bag. Training Video Available 
- Remove ORANGE gloves and discard. **SANITIZE HANDS.**

Copyright UMF Corporation 2020 © All Rights Reserved

F

Finish the Bedroom



- Put on **BLUE GLOVES**.
- Clean the closet. Check over the iron & ironing board making note of any damage.
- Then wipe down luggage rack, hangers, rods and safe.
- Perform a visual inventory of bedroom & closet amenities. Return to cart to pick up missing ones, as well as any needed glasses, mugs or coffee. Replace amenities walking the room in a circle.
- Starting at the far end of the room, vacuum it, turning off all lights as you go. Vacuum your way out of the room.
- For checkouts, key in the completed room status while vacuuming by the phone.



Final Step: Using a **YELLOW WIPER** and disinfectant wipe down all frequently touched surfaces including: Light Switch; TV Remote; Phone; All Drawer Pulls and Door Handles; Thermostat; PTAC Control Panel & Cover; Alarm Clock; Over-bed Reading Lights; when complete **YELLOW WIPER** goes in soiled laundry bag.

Take one last look around to make sure lampshades are straight, bed covers hang properly, etc.

Take a moment to enjoy the pride of a job well done!

Securely close the entrance door and wipe down entire handle area/key card device.

Check cart in preparation for next Guest Room.

Remove gloves and discard. **Sanitize hands.**

"Hygienically Cleaned for Your Peace of Mind" Room Seal - if used apply as per brand standard.

M

Miscellaneous
Tools &
Procedures



PCPAD

HARD SURFACE GUEST ROOM FLOOR: Using a **PerfectCLEAN 18" BLUE FRINGE MOP** and the **SDX 50 or 60** start at the furthest point in the room from the door and mop to the door using a *figure-8* motion.

Training Video Available

SHOWER - GLASS SWING DOORS: After cleaning inside glass panels use PerfectCLEAN Color-Coded **ORANGE SQUEEGEE** to clear all water from glass to eliminate water spots.

Training Video Available

SHOWER - SLIDING GLASS DOORS: Insert the PerfectCLEAN **PADDLE** into a **ORANGE MITT**. Mist with disinfectant if required. Insert **PADDLE** into space between chrome support beam and glass sliding door and run along full length of the beam. Repeat on other side of beam. Remove **ORANGE MITT** and now use to clean the toilet. Use additional disinfectant (as required). Start with the tank, then toilet seat and cover. **ROTATE MITT**- backside to front - and thoroughly wipe down bowl and base. When finished, the mitt goes directly into the soiled-laundry bag (1 mitt per toilet). You have now isolated the toilet from everything else in the Guest Room.

12" FLAT MOP FRAME with PUSH-IT's: Secure **12" ORANGE FLAT MOP** followed by securing a **12" SCRUB & CLEAN ORANGE WIPER** to the frame using the PUSH-IT's. Scrub the shower walls using additional sanitizer/disinfectant as required. Remove wiper and use to scrub & clean tub, faucets, towel rack and any other surface

PCIPAD: If stained or wet fold corners to middle with sheets, bundle up, bag and remove.

HARDWARE WARRANTY: Should hardware fail to function as per manufacturer's instructions, using a smart phone or camera, take a picture and email to info@perfectclean.com for replacement.

