



We Color You Safe!

Step ✓ Gust Room Hygiene: Sequence & Process

PREPARATION



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

Put on ORANGE gloves



Put on face mask (if required)



Avoid the **5** Deadly Sins

- Hair in the bed
- Trash in the basket
- Mildew in the tile grout
- Hair on the bathroom floor
- **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.**

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.

