

GRA LOOPS

#1 - Upon entering a vacant dirty room, use the door stop to prop the door open. After ensuring that there is no guest luggage left in the room, go to your device and update the room as "Cleaning Started" via HOTSOS.

Place chemical caddy, vacuum and mop stick inside the room. Using gloves, bag the trash and soiled linen into separate bags then place outside in the hallway away from the front of the door.

#2 - Enter the bathroom area to begin spraying the toilet, bath tub and sink/vanity area with the peroxide multi surface cleaner and disinfectant.

This chemical has a five minute kill time so you want to ensure that this is completed after stripping down the room for a more efficient cleaning process.

#3 - Dust and disinfect all surfaces, furniture/drawers, seating, fabrics/decorative pillows, electronics and areas of high touch-point within the room.

Please note that you will have to dust once more after completed and you walk the room to review the quality of service you have provided for future guest(s).

#4 - Begin to make the bed(s). Place linen/pillowcases in the room to prevent frequent travel to cart. Each bed requires a fitted bed pad, a blanket, 3 clean sheets and 2-4 pillowcases. Before placing first sheet, pull mattress a tad bit off the wall and inspect fitted bed pad for stains/tears (blanket as well). Request for a new one if required by submitting HOTSOS service order on your device. If reject linen is used to make bed, it will result in a failed inspection.	#5 - Placement of room amenities (varying per tower). Decorative pillows, safety sheet, noise acknowledgement notecard/ear plugs, remote, 4 waters, either 2 glasses (with coasters) or 4 plastic cups, coffee maker/set up, vanity mirror and both seasonal/weekly magazines. Please ensure that the phone cord is neatly wrapped around the receiver. Missing/dirty items will result in a failed inspection.
#6 - Clean the bathroom using a sponge and/or cleaning rag. Ensure to wash the tub, walls (report any mold to your supervisor), shower doors (GT/RT), toilet, sink and fixtures. Rinse thoroughly and dry with a new clean rag. Go over your bathroom mirror for streaks and begin placing bathroom amenities/towels. Spray some disinfectant on floor and mop over. Missing items/hair found in the bathroom will result in a failed inspection.	#7 - Begin to set the closet by ensuring that the closet door is functional. The floor should be clear of all trash, dust and/or debris. The following items must be organized varying by tower: iron, ironing board (cover free of stains), hair dryer, 5-7 hangers both with/without clips, Golden Nugget laundry bag/slip, extra tissue box, extra toilet paper and opened luggage rack. Missing items/water left in iron will result in a failed inspection.

#8 - Vacuum all edges of the room. Ensure to get between furniture where able to and behind the entry door. You must vacuum the outside of the entry door also, only a few steps out front.

Entry door must be disinfected, as well as the door plaque and door handle.

#9 - Walk the room ensuring that all items/surfaces are clean and disinfected. Anything broken has been reported via HOTSOS or the supervisor on shift has been made aware. There is a safety sheet in the room and the AC unit is set to 72°. You must then immediately update the room via HOTSOS prior to moving to your next assigned room.

Failure to update rooms correctly and in a timely manner will result in disciplinary action.