

Unit-4

Special cleaning program

Objective

You will be able to understand :

Type of soiling and its cleaning process

Main point

Special cleaning program.

Identify of various stubborn stains and its cleaning procedure.

SPECIAL CLEANING PROGRAMMES

- Definition of cleaning
- Techniques of cleaning.
- **NATURE OF SOIL.**
 - 1. Inorganic or mineral
 - 2. Organic
 - 3. Osmological
 - 4. Bacterial
 - 5. Entomological

TYPES OF SOILING

- DUST
- DIRT
- TARNISH
- STAIN
- FOREIGN MATTERS

PRINCIPLES OF CLEANING

- Soil should be removed completely
- No damage to surface & return to original state
- Use minimum cleaning agents, equipments
- Use simple and harmless methods
- First clean the cleaner surface & then soiled surface.
- Move backwards while wet cleaning or polishing the floor.
- Prefer vacuum cleaning over sweeping.

PRINCIPLES OF CLEANING(CONTND.)

- Sweeping should be done before dusting
- Low noise levels
- Remove stains immediately
- Safety & precautions
- Clean from farthest to nearest
- After work is over, clean & store the equipments, cleaning agents. Discard waste

ADVANTAGES/DISADVANTAGES

- CONVENTIONAL/ORTHODOX METHOD
- BLOCK METHOD
- TEAM METHOD

CLEANING ROUTINES

- **AREA INVENTORY LIST-** What items within the area must be cleaned and maintained.
- **FREQUENCY SCHEDULE-** How often must the items within this area be cleaned or maintained

FREQUENCY CLEANING

➤ DAILY CLEANING

- They are routine cleaning carried out on a day to day basis by H.K. staff.
- They include servicing of guest rooms, cleaning of bathroom & toilets, vacuuming of floors & floor coverings etc.

SPECIAL CLEANING

- WEEKLY CLEANING
- FORTNIGHTLY CLEANING

WEEKLY CLEANING REGISTER

ROOM NO.	BRASSO	BATHROOM TILES	WINDOW PANES	BALCONY	PEST CONTROL

WEEKLY MAINTENANCE INSPECTION FORM

DATE

TIME

INSPECTED BY

LINEN ROOM

FLOORS

— — —

FIRE
EXTINGUISHER

— — —

WALLS

— — —

CEILING

— — —

SHELVES

— — —

WINDOWS

— — —

DOORS

— — —

TROLLEYS

— — —

HANGERS

— — —

SPECIAL CLEANING(CONTD.)

- MONTHLY CLEANING
- DEEP CLEANING

SPECIAL CLEANING(CONTD.)

➤ SPRING CLEANING

- A term used for a periodic annual cleaning carried out during off-season periods
- Often used interchangeably with deep cleaning.
- May involve complete overhaul of the room.
- H.K. works in close coordination with maintenance department.
- Intensive cleaning is carried out by taking the room O/S.

CARPET CLEANING

- Carpet cleaning involves two methods
- ELECTRICAL METHOD e.g. vacuum cleaners.
- MANUAL METHOD e.g. carpet brush, box sweeper.

Review

Identify various stain and its cleaning process.

Exercise

What are the various equipments used in hotel housekeeping?

What are the different schedule followed in daily cleaning?

- Thank you

<https://www.facebook.com/GautamKumar61>



Gautam Singh , Hospitality Trainer , 07830294949