

Samuel O'Reilly House Cleaning Protocol

Make sure all:

*iPods, room keys & check-in binders are returned and thoroughly wiped with bleach disinfectant after every use. Prepare check in slips for next arrival and include signature sheet for Covid quarantine.

*Common areas (all of 1st floor) should be disinfected every two hours - or depending on business velocity. Weekends and Fridays will be every two hours. Weekdays will be booking dependent.

*Rooms 3+4 bathroom will be clean at a minimum twice daily, after breakfast and before check in or/before end of shift.

Duly note any room issues immediately to Matt, Jason or Waneeta.

Room Cleaning:

1. Open windows first!
2. WHILE WEARING PPE, Strip all bedding, linen, towels and remove all trash. Put in laundry bag for transport. Check for guest personal items as well and secure these items in small can liners tied for guest return/shipping.
3. LOOK UNDER BEDS! Look behind doors and open all closets, drawers & remove amenity items being stored. Clean all items in drawers.
4. Check for any kitchen dishes return and load in dishwasher.
5. Apply a bleach based cleaning spray to ALL surfaces AND LET SIT WET.

Paying particular attention to eye level and lower.
This includes and not limited to:

- head boards
- dressers
- all handles
- entertainment remote controllers
- light switches and lamp switches
- Window latches and windows
- door knobs
- door key pads

- 6.Start laundry that has been stripped and bring fresh linen buckets to room for remake
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Return to Room:

- 7.After letting beach disinfectant SIT WET, wipe down all walls and surfaces just outlined above.
- 8.Re-apply beach disinfectant if needed or if more difficult areas are revealed.
- 9.Using a Webster knock down cobwebs from ceiling, corners of room and walls.
- 10.With bleach disinfectant, wipe light fixtures.
- 11.Wipe down with cleaner all amenities under bed (Blanket, Small ironing board, iron, starch spray, Hair Dryer and for Rooms 3+4 bathrobes) being sure to organize when returning to drawers.
- 12.RE-wipe again using disinfectant.
- 13.Windex on any surfaces which have streaks: Dressers,

remote controllers, windows.

14. Make Beds with all fresh linen: ...neatness counts!

Waterproof Membrane

Mattress pad

Fitted sheet

Flat sheet

Blanket/ Comforter

Pillow Protector on pillow, then pillow case

Place towels, Shower mat, hand towels, face cloths
on bed for showering with bottled water & shampoo
& conditioner

15. Clean floors with Mop or Swiffer. Finish room with vacuum. Return mop to mop sink in kitchen. Empty vacuum.

16. Lock room when done cleaning to seal.
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Bathroom Cleaning:

1. If rooms 5+6+7, fill jacuzzi with fresh water, sprinkle a cap full for concentrated chlorine in tub and run tub system jets for 5 minutes before draining.
2. Apply bleach cleaning spray cleaner to ALL surfaces AND LET SIT WET.

Paying particular attention to eye level and lower

- tub floors
- chrome jets in tubs
- chrome tub handles

- chrome shower handles
- chrome toilet handles
- chrome drains
- shower heads
- toilets under the rim, back of seats and on the floor
- mirrors for tooth paste
- any surface that has been touched or potentially touch should be disinfected.

- 3.Re-apply beach cleaner if needed or if more difficult areas are revealed.
- 4.RE-wipe using disinfectant on any surfaces cleaned.
- 5.RE-wipe with Windex any surfaces which have streaks: all chrome fixtures, handles, windows and mirrors.
- 6.Sweep & mop floors working from the furthest away and moving toward the door...this will prevent you from walking on a wet floor! Retune mop too kitchen hanger, empty vacuum.

*Make sure that there is waste paper baskets in bedrooms and bathrooms lined with bag. Leave a couple extra bags in bottom of baskets for easy refilling.

*Check Curtains for stains, dirt, wash, dry & re-hang when needed
