

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING The Role of Equipment Needed	<i>CODE:</i> 03.05.100 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 2
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Description:

OBJECTIVES

- To provide some background information and facts on the availability and benefits of using equipment in Housekeeping.

STATEMENT OF POLICY & PROCEDURE

1. A Housekeeping department's requirements for equipment are extensive ranging from simple, inexpensive manual equipment such as brooms and mops to sophisticated and expensive machines like carpet extraction machines, marble care machines, etc.

The equipment required falls into three categories:

- a. Material Handling Equipment
- b. Mechanical Handling Equipment
- c. Tools and Containers

It is not possible, nor is it the purpose of this policy to determine the exact equipment requirements or quantities for an individual hotel. The purpose of this section is to describe equipment available and its uses. The size and configuration of a hotel and its public areas, the type of floor and wall finishes outside cleaning contract, payroll and availability of spare parts and reliability of service and repairs are all factors to be taken into consideration when determining Housekeeping equipments requirements.

2. There is a plethora of expensive mechanical equipment available on the market today, which offers high labor-saving potential. Here are some examples of these labor savings:

- a. One person, using push broom, can sweep approximately 200 square meters per hour. A 36-inch power sweeper enables one person to sweep 8,000 square meters per hour.
- b. It takes one person 15 minutes to polish 300 square meters of unobstructed floor area with a 15-inch machine. A person with a 22-inch machine can polish the same area in just 7 minutes.
- c. It would take a person 14 minutes to first dry vacuum a 300 square meter floor area, and another 16 minutes to polish that with a 15-inch single disc floor machine. Automatic scrubber/polish/vacuum, which polishes and dries vacuums in a single operation, enables one person to do the same job in 4 minutes.
- d. Using standard mopping equipment (mop, buckets and wringer), one person can wet mop and rinse 30 square meters of floor in approximately 45 minutes. One person using a 24-inch automatic scrubber can do the job in about 6 minutes.

e. A person using an ordinary wet pick-up vacuum cleaner, equipped with a 14-inch wide squeegee, will do the job in 14 minutes. Using a 260-inch floor tool, the job takes 11 minutes.

Therefore, it would appear logical to invest in mechanical equipment just to take advantage of the payroll savings.