

	<b>RESOURCE LIBRARY</b> <b>HOTEL OPERATIONS - HOUSEKEEPING</b> <b>Material Handling Equipment</b>	<i>CODE:</i> 03.05.101 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 2
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**Description:**

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**OBJECTIVES**

- To ensure that transporting devices used in Bavaria Hotels International Housekeeping departments comply with certain minimum criteria, that enhances efficiency and aesthetics.

**STATEMENT OF POLICY & PROCEDURE**

**1. Housekeeping Trolleys**

It is necessary to provide one trolley for each Room Attendant. Evening Room Attendants may use the trolley of the day shift.

Specification for a housekeeping trolley:

- Suggested dimensions: 55cm wide x 145cm long x 125cm high
- 3 shelves required for linen
- closed back
- wrap around with rubber bumpers
- Garbage bag (nylon), size 45 x 30 x 90cm
- Solid linen bag (nylon), size 45 x 30 x 115cm
- Heavy duty 20cm wheels
- 1 stationery organizer
- 1 guest amenity organizer
- 1 plastic amenity organizer
- 1 plastic tray for chemicals and cleaning material

Trolleys are a tradition in hotels, but they tend to be unsightly if not neatly set-up and can damage walls.

**2. Linen Delivery Trolleys**

- a. Trolleys are required for the delivery of clean linen from the laundry to the floor linen pantries.
- b. Linen trolleys with vinyl liners are available in several different sizes. Also where no linen chutes, trolleys are used to transport dirty linen from the floors.
- c. It is advisable to allocate separate trolleys for clean and dirty linen.

**3. Housekeeping Delivery Trolleys**

For general Housekeeping operations, a variety of trolleys will be required.

- For example; a trolley for the delivery of supplies (other than linen), removals of trash, moving of lamps, pictures, etc. Trolleys with canvas or vinyl liners and springs platforms are preferred to protect the items being moved.

#### 4. Platform Truck

Platform trucks are required for transporting heavy, bulky items such as box Springs, mattress, and furniture

#### 5. Janitorial Cart

A janitorial cart is ideal for public areas and back-of-house cleaning. These mobile units are designated to hold a variety of tools including; mops, brushes, buckets, chemical supplies, dustpans, wiping cloths. Most models incorporate a 5-bushel nylon garbage bag and two trays.