	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Common Cleaning Tools	CODE: 03.05.103
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Description:

OBJECTIVES

- To provide comprehensive information and specific for cleaning tools such as brooms, wet and dry mops, brushes and buckets.

STATEMENT OF POLICY & PROCEDURE

1. Dustpan and Brush

This handle-less broom, used in conjunction with a dustpan is used to remove debris that is too large for a vacuum; it is also useful for sweeping out armchairs and in doing areas where it is not practical to use upholstery vacuum.

2. Sweeping Brooms

For use in areas where a floor machine is too noisy, the soil does not warrant mopping or small-restricted areas. Heads of natural bristle of 24-inch width bristle length of 2-3/4 inches and 54-inch handles are preferred.

3. Dust Mops

For use in guestrooms which do not have wall-to-wall carpeting. The preferred model has a 54-inch head and is made of a synthetic and acrylic fiber which not build up static electricity.

4. Dry Mops

Dry mops will restore luster to waxed floors, thus saving on floor washings. Also used to sweep marble or any other hard flooring. It may also be used for walls and ceilings. A 36-inch synthetic head mounted on a steel frame with a swivel handle is preferred.


5. Wet Mops

To be use for wet mopping balconies and tiled floors. An 8-oz or 16-oz cotton and rayon mix head with a 54-inch handle is preferred.

6. Squeegees

- Floor Squeegees: For quick mopping of small floods and spills in public areas and back-of-house. A 36-inch neoprene blade is preferred.
- Window Squeegees: For cleaning windows. Pliable, easy to change rubber blades fit into brass handles with and optional wooden handle for greater reach, size between 12 and 18 inches.

7. Buckets

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Buckets of synthetic materials on casters are preferable to galvanized steel. Capacities of the buckets range from 2-4 gallons. Detachable mop wringers are required. Two tank-mopping trucks are available or chariot on rubber casters to carry two pails.

8. Lobby Dustpan

These dustpans are of the self-opening and closing style and of metal construction 12 inches wide and 10 inches deep. Special long handled brooms are available for use with lobby dustpan.

9. Hand Scrub Brushes.

For use by Room Attendants or in public areas or back-of-house cleaning. Generally they are hard woos blocks with smooth finish and selected fibers.

10. Toilet Bowls Brush

Softy synthetic brushes with plastic handles are preferred to bristle brushes, which may scratch toilet bowl.

11. Ladders

Stepladder should be of a aluminum construction for heavy industrial use; full 3 inches wide side rail and steps bucket rest, rubber feet.