

September 2024 Safety Calendar: Housekeeping best practices



This calendar is designed to enhance safety awareness and provide a better understanding of specific loss exposures and best practices to reduce those exposures. Each month will contain a safety topic and daily associated tips. See the following page for weekly topics.

Housekeeping best practices: Housekeepers play a crucial role in enhancing the guest experience by greeting guests with warm smiles and maintaining impeccably clean rooms. Given the physical demands and numerous tasks involved in cleaning guest rooms, it's essential for housekeepers to adhere to best practices to minimize the risk of injury. Below are key safety practices to help protect the housekeeping team.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Inspect the cart to ensure proper operating condition	2 Labor Day Push carts, do not pull	3 Don't overload your cart	4 Be sure you load your cleaning tools	5 Remove damaged carts from operation	6 Place heavier items between mid-thigh to mid-chest level	7 Ensure you can see ahead of your cart
Week 1: Housekeeping cart safety						
8 Remove linens one corner at a time	9 Place linens close to body and pick up	10 Removed linens should NOT be dropped on the floor	11 Use the bed "as your friend" to support pillow dressing	12 Be cautious of adjacent furniture	13 Fold out new linens instead of "fanning"	14 Bend at knees to corner tuck
Week 2: Bed linen change						
15 Ensure floor is dry	16 Wear slip-resistant shoes	17 Wear protective gloves on both hands	18 Do NOT step on side of tub	19 Use your extension tools when cleaning tub walls	20 Avoid awkward postures	21 Use extension tool for cleaning vanity mirrors
Week 3: Bathroom cleaning						
22	23 Keep vacuum handle close to hip while using	24 Safely remove electrical cords by removing at the plug	25 Wear gloves when applying chemicals	26 Use telescoping feather dusters as required	27 Report any damaged equipment, tools or guest room items	28 If you see something, say something
Week 4: Additional best practices						
29	30					

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Housekeeping best practices:

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Week 1

Housekeeping cart safety

1. Inspect the cart to ensure proper operating condition
2. Push carts, do not pull
3. Don't overload your cart
4. Be sure you load your cleaning tools
5. Remove damaged carts from operation
6. Place heavier items between mid-thigh to mid-chest level
7. Ensure you can see ahead of your cart

Week 2

Bed linen change

1. Remove linens one corner at a time
2. Place linens close to body and pick up
3. Removed linens should NOT be dropped on the floor
4. Use the bed "as your friend" to support pillow dressing
5. Be cautious of adjacent furniture
6. Fold out new linens instead of "fanning"
7. Bend at knees to corner tuck

Week 3

Bathroom cleaning

1. Ensure floor is dry
2. Wear slip-resistant shoes
3. Wear protective gloves on both hands
4. Do NOT step on side of tub
5. Use your extension tools when cleaning tub walls
6. Avoid awkward postures
7. Use extension tool for cleaning vanity mirrors

Week 4

Additional best practices

1. Keep vacuum handle close to hip while using
2. Safely remove electrical cords by removing at the plug
3. Wear gloves when applying chemicals
4. Use telescoping feather dusters as required
5. Report any damaged equipment, tools or guest room items
6. If you see something, say something

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