

# STANDARD OPERATING PROCEDURES

## CHAMBERS 2.1 – UNDERSTAND THE SERVICE OF



<b>PURPOSE...</b>	2.1 How to Dust Off & Clean a Chair
<b>WHEN TO...</b>	After each guest use, and during weekly cleaning

<b>TASK</b>	<b>➤ THIS IS HOW WE DO IT...</b>
Dusting off chairs	➤ Spray a wiping cloth with sanitizer to dampen it, wipe the surface of the chair cushion, ensure no food crumbs are left on the chair and that the chair is dry for the next guest.
Cleaning of chairs	➤ Using a damp wiping cloth with sanitizer, reach into the crevices of the cushions, and remove all food crumb and dust. ➤ Proceed to the back, sides and legs of the chairs to ensure the chair is totally clean. ➤ If necessary, organize Housekeeping (PA) to condition the chair cushions for stubborn stains. ➤ Report to Duty Engineer in case of defect.

<b>RESULT...</b>	Chairs are clean for guests perusal
<b>STANDARDS...</b>	➤ Chair should be crumb-free and dry for every guest ➤ Cushion should be stain-free.

Prepared By :	Acknowledge by:	Approve By:
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Outlet Manager	Director Of Food & Beverage	Hotel Manager / Director Of Operation