



# ENHANCED CLEANING & DISINFECTION GUIDE

Guidelines For  
Reopening Safely  
Guest Rooms



# KEY TOUCH POINTS FOR DISINFECTION

## HOUSE KEEPING / GUEST ROOMS



Armchairs &  
Armrests



Door Handles



Bathroom Sink



AC Controller



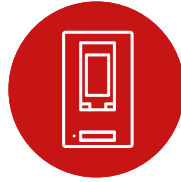
Switches



Tabletops



Remote Control



Dispensers



Mini Bar



Telephone



Furniture  
Handles



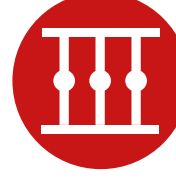
Safe



Room Accessories  
(Kettle, Iron, Hair  
Dryer)



Toilet Seats,  
Flush Handle,  
Tiled Back



Balcony Rail



Bathroom Handles,  
Taps, Shower  
Controls, Shower  
Head



Lamp Toggle  
Switch



Coffee  
Machine



# HOUSE KEEPING

## 10 high touch areas for deep clean in guest rooms

### 1 Switches & Electronic Controls

Lamps, Lights, Switch & Controls

### 2 Handles & Knobs

Doors, Wardrobes, Draws, Knobs & Curtain Pull Handles

### 3 Major Bathroom Surfaces

Toilet Flush Handle, internal & Seat. Splash Backs, Shower, Bath & Taps

### 4 Climate Control Panel

### 5 Telephone & Remotes

Handsets & Buttons

### 6 Laundry

Duvet, Pillow Cases & Sheets

### 7 Bathroom Amenities

Dispensers, Individual Amenities, Tissue Box, Hair Dryer & Trays

### 8 Hard Surfaces

Tables, Desks, Walls & Nightstands

### 9 Closet Items

Iron, Safe Handles & Keypad

### 10 Glasswear

Mirrors & Windows



**REMEMBER:**  
Wash your hands  
with Safe Shield  
Handwash between  
each room




















# Daily Clean Procedure Cleaning & Sanitisation Stage 1



# Daily Clean Procedure (Cleaning & Sanitisation Stage)

To be performed each day to minimise the risk of coronavirus infection

Follow daily clean procedure to ensure guests & staff stay safe.

Area	Product	Instruction	Complete
<b>1. Switches &amp; Electronic Controls</b> <i>Lamps, Lights, Switch, Hairdryer Grip &amp; Controls</i> 	 FAD Green-Shield	Dilute @ 10:1. Spray cloth and wipe. Ensure full coverage. (No rise product)	<input checked="" type="checkbox"/>
<b>2. Handles &amp; Knobs</b> <i>Doors, Wardrobes, Draws, Knobs &amp; Curtain Pull Handles</i> 	 FAD Green-Shield	Dilute @ 10:1. Spray surfaces & wipe with disposable cloth. (No rinse product)	<input type="checkbox"/>
<b>3. Major Bathroom Surfaces</b> <i>All hard surfaces excluding toilet bowl inner</i> 	 BACTICLEAN	Dilute @ 10:1. Spray surfaces & wipe.	<input type="checkbox"/>
<b>4. Climate Control Panel</b> 	 FAD Green-Shield	Dilute @ 10:1. Spray cloth and wipe. Ensure full coverage. (No rise product)	<input type="checkbox"/>
<b>5. Telephone &amp; Remotes</b> <i>Handsets &amp; Buttons</i> 	 FAD Green-Shield	Dilute @ 10:1. Spray cloth and wipe. Ensure full coverage. (No rise product)	<input type="checkbox"/>
<b>6. Laundry</b> 	 Kleenfresh Max	Use as your washing detergent on a hot wash.	<input type="checkbox"/>
<b>7. Bathroom Toilet Bowl</b> <i>Inside the Toilet</i> 	 Sanfresh	Apply neat to the toilet bowl and leave.	<input type="checkbox"/>
<b>8. Hard Surfaces</b> <i>Tables, Desks, Walls &amp; Nightstands</i> 	 FAD Green-Shield	Dilute @ 10:1. Spray surfaces & wipe with disposable cloth. (No rinse product)	<input type="checkbox"/>
<b>9. Closet Items</b> <i>Iron, Safe Handles &amp; Keypad</i> 	 FAD Green-Shield	Dilute @ 10:1. Spray cloth and wipe. Ensure full coverage. (No rise product)	<input type="checkbox"/>
<b>10. Glasswear</b> <i>Mirrors &amp; Windows</i> 	 Reflexion	Use neat in a trigger bottle. Spray & wipe	<input type="checkbox"/>









**Deep Clean Procedure  
For suspected or confirmed  
cases of coronavirus  
Stage 2  
(Option 1)**



# Deep Clean Procedure (Deep Disinfection Stage)

To be performed if a suspected or confirmed case of coronavirus occurs

**Daily cleaning procedure must be performed before Deep Clean procedure to remove dirt from surfaces.**

Area	Product	Instruction	Complete
<b>1. Switches &amp; Electronic Controls</b> <i>Lamps, Lights, Switch, Hairdryer Grip &amp; Controls</i>	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe the surface & leave to air dry for 10 minutes.	<input checked="" type="checkbox"/>
<b>2. Handles &amp; Knobs</b> <i>Doors, Wardrobes, Draws, Knobs &amp; Curtain Pull Handles</i>	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe the surface & leave to air dry for 10 minutes.	<input type="checkbox"/>
<b>3. Major Bathroom Surfaces</b> <i>All hard surfaces excluding toilet bowl inner</i>	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe the surface & leave to air dry for 10 minutes.	<input type="checkbox"/>
<b>4. Climate Control Panel</b>	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe the surface & leave to air dry for 10 minutes.	<input type="checkbox"/>
<b>5. Telephone &amp; Remotes</b> <i>Handsets &amp; Buttons</i>	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe the surface & leave to air dry for 10 minutes.	<input type="checkbox"/>
<b>6. Laundry</b>	N/A	N/A	<input type="checkbox"/>
<b>7. Bathroom Toilet Bowl</b> <i>Inside the Toilet</i>	N/A	N/A	<input type="checkbox"/>
<b>8. Hard Surfaces</b> <i>Tables, Desks, Walls &amp; Nightstands</i>	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe the surface & leave to air dry for 10 minutes.	<input type="checkbox"/>
<b>9. Closet Items</b> <i>Iron, Safe Handles &amp; Keypad</i>	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe the surface & leave to air dry for 10 minutes.	<input type="checkbox"/>
<b>10. Glasswear</b> <i>Mirrors &amp; Windows</i>	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe the surface & leave to air dry.	<input type="checkbox"/>

## When should deep clean procedures take place?

- 1 After guests checkout & before new guests check-in
- 2 After a suspected case of coronavirus (even if the room is still occupied)
- 3 Upon request of the guest or staff

## Need to know when using chlorine based products.

- 1 Wear appropriate PPE: Gloves, Eye-Protection and Gown.



- 2 Do not allow to come into contact with skin.
- 3 Add 1 chlorine tablet to a trigger bottle and fill with water to the measure. Max 750ml of water per chlorine tablet.
- 4 Always spray the disposable cloth with the chlorine solution not surfaces, to avoid air contamination.
- 5 Always test solution on a small test area before applying to main areas.

**Deep Clean Procedure**  
**For suspected or confirmed**  
**cases of coronavirus**  
**Stage 2**  
**(Option 2)**













# Deep Clean Procedure (Deep Disinfection Stage)

To be performed if a suspected or confirmed case of coronavirus occurs

**!** Daily cleaning procedure must be performed before Deep Clean procedure to remove dirt from surfaces.

Area	Product	Instruction	Complete
<b>1. Switches &amp; Electronic Controls</b> <i>Lamps, Lights, Switch, Hairdryer Grip &amp; Controls</i>	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray disposable cloth, wipe surface & leave to air dry.	<input checked="" type="checkbox"/>
<b>2. Handles &amp; Knobs</b> <i>Doors, Wardrobes, Draws, Knobs &amp; Curtain Pull Handles</i>	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray surface and wipe. Leave to air dry.	<input type="checkbox"/>
<b>3. Major Bathroom Surfaces</b> <i>All hard surfaces excluding toilet bowl inner</i>	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray surface and wipe. Leave to air dry.	<input type="checkbox"/>
<b>4. Climate Control Panel</b>	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray disposable cloth, wipe surface & leave to air dry.	<input type="checkbox"/>
<b>5. Telephone &amp; Remotes</b> <i>Handsets &amp; Buttons</i>	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray disposable cloth, wipe surface & leave to air dry.	<input type="checkbox"/>
<b>6. Laundry</b>	N/A	N/A	<input type="checkbox"/>
<b>7. Bathroom Toilet Bowl</b> <i>Inside the Toilet</i>	N/A	N/A	<input type="checkbox"/>
<b>8. Hard Surfaces</b> <i>Tables, Desks, Walls &amp; Nightstands</i>	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray surface and wipe. Leave to air dry.	<input type="checkbox"/>
<b>9. Closet Items</b> <i>Iron, Safe Handles &amp; Keypad</i>	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray disposable cloth, wipe surface & leave to air dry.	<input type="checkbox"/>
<b>10. Glasswear</b> <i>Mirrors &amp; Windows</i>	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray surface and wipe. Leave to air dry.	<input type="checkbox"/>

## When should deep clean procedures take place?

- 1 Before reopening
- 2 After a suspected case of coronavirus on the premises
- 3 Upon request of the guest or staff

## Need to know when using AntiBak.

- 1 AntiBak is a non-irritant to skin or eyes, emits no toxic vapour and is chlorine free.

# YOUR LOCAL CLEANING & HYGIENE PARTNER



For more information about the Chemex product range and support, visit [www.chemexuk.com](http://www.chemexuk.com)

