

# Hotel decontamination checklist

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Cleaned	Area
	Restrooms
	Reception area / lobby areas
	Stairwells
	Elevators
	Lunch area

Cleaned	Area
	Conference / meeting rooms
	Walkways / corridors
	Individual workstations
	Bar facilities
	Restaurant facilities

Disinfected	Area
	Doorknobs / door handles
	Door push plates
	Light switches / cover plates
	Gym areas
	Reception desks
	Elevator call buttons / cover plates
	Swimming pools
	Television remote controls
	Clocks
	Microwave buttons
	Cooking facilities
	Crockery and cutlery
	Room displays

Disinfected	Area
	Escalator handrails
	Stair railings
	Waiting area furniture
	Vending machine buttons
	Dining tables
	Restroom fixtures
	Paper towel dispensers
	Restroom partition door handles
	Air driers
	Soap dispensers
	Toilet / urinal flush handles
	EFTPOS machines
	Coffee machines

## Keep up the good work, your customers will thank you

One of the scariest things for your members about you opening back up for business is the ongoing measures you're taking to keep them safe.

We recommend the following to keep your premises safe after the initial deep clean:

- More frequent professional cleaning services (daily, weekly to monthly, depending on how many people come through your business).
- Focus on high touch areas such as door handles, push plates and dispensing units.
- Particular attention to common use areas such as kitchens, lunchrooms and restrooms.
- The availability of hand sanitiser for employees, members and visitors.
- The use of chlorine-based hospital grade disinfectant.
- Single-use Personal Protective Equipment disposed of onsite to prevent cross-contamination.
- Periodic fogging.

**Have questions? Feel free to get in touch.**

## What's next?

**No doubt you've got 101 things on your to-do list and ensuring your customers peace of mind is likely a priority.**

So, we've tried to make this as easy as possible for you. On the next page is some information you can send your guests to make them feel more at ease.

Feel free to change this to match your hotel's brand and tone of voice.

We recommend adding this content into an email to your guest list once the lockdown is lifted.

Once it's lifted, all of your eager guests members will be aware of the actions you have taken to ensure their safety.

## Assurances you can make:

We want to make sure that you remain safe and healthy even though the lockdown has been lifted. Our professional cleaners have ensured our hotel has been cleaned to the highest of standards and has sanitised and disinfected the areas listed below.

On top of this, each of these areas below will be cleaned, disinfected and sterilised either twice daily, daily, weekly or monthly.

## Let your customers know:

Are you doing anything else to ensure your guest's safety? Make sure to mention it. Some things may include:

- Limiting the hotel to a reduced number of people
- Reducing / increasing the number of times the cleaners come through
- Limiting the number of people allowed in communal areas

### Cleaned

Restrooms
Reception / lobby areas
Stairwells
Elevators
Lunch area
Conference / meeting rooms
Walkways / corridors
Individual workstations
Bar facilities
Restaurant facilities

### Disinfected

Door knobs / door handles / door push plates
Light switches / cover plates
Gym areas
Reception desks
Elevator call buttons / cover plates
Swimming pools
Television remote controls
Clocks
Microwave buttons
Cooking facilities / crockery / cutlery

### Disinfected

Escalator / stair railings
Waiting area furniture
Vending machine buttons
Dining tables
Rest room door handles / fixtures / flush handles
Paper towel and soap dispensers
Air driers
EFTPOS machines
Coffee machines
Room displays