Dorm Reset

Frequency

After every conference or event group

Materials & Equipment

Restroom cleaner
Window cleaner
Disinfectant cleaner
All-purpose cleaner
Microfiber clothes - blue and pink
Johnny mop and caddy
High reach duster
Mop and microfiber heads
Window squeegee kit
Razor scraper
PPE
Backpack vacuum

Areas Where Applicable

All residential halls and apartments

Preparation of Materials

Make sure all materials and equipment are ready to use before beginning work

Procedure

1) Remove dirty linens from rooms. Separate the linens into towels, washcloths, sheets, and pillowcases. Leave clean linens in the room. Use clear bags to transport linens.

   NOTE: Do not drag linens across the floor and be sure to wear gloves when collecting dirty linens.

2) Take dirty linens to the laundry room.
3) Remove trash and recycling from rooms, coffee kitchens, and community johns.
4) Clean bathrooms (see Bathroom Procedure).
5) Clean the coffee kitchen, including counters, fridge, microwave, and table. (See separate procedure for cleaning stove, fridge and microwave.)

6) Clean individual room. Start by folding the comforters, straightening the mattress pad, and vacuuming the inside of the dresser drawers.

7) Then, clean windows using a squeegee, dust the doors, and baseboards and disinfect touch points.

8) Clean Community John (See Restroom Procedure).

9) Place furniture in its correct location (*See photo below).

10) Place clean linens. Each bed should have: a pillow, a pillowcase, two sheets, a washcloth, two towels, comforter, one bar of soap, and one cup.

   NOTE: Do not sit/lie on clean beds/linen.

11) Clean the lobby. Start by emptying the trash and recycling. Wipe down the trash receptacle. Clean the drinking fountain (See Cleaning Drinking Fountain procedure). Dust all surfaces including high surfaces. Clean windows and doors (See Window and Door Cleaning procedure). Dust baseboards. Vacuum. Mop tile floor. Blow leaves from the outside entryways. Clean under entry mats. Disinfect touch points.

12) Clean stairwells. Start by high dusting and regular dusting. Vacuum from top down. Disinfect touch points. Wipe down stair treads. Clean windows (See Window Cleaning Procedure) and wipe down push bars.

13) Clean basements. Start with high dusting and regular dusting. Wipe down tables. Clean windows, sills, and vents. Reset furniture and then vacuum.

Cleanup

Housekeeper/supervisor should do the final walkthrough. Lock doors, close windows, and turn off lights.

Safety & PPE Recommendations

Wear gloves when handling dirty linens. Wear appropriate PPE when cleaning.

Performance Standards

All rooms, hallways, community johns, and coffee kitchens should be free from dirt. All linen should be clean and set up in an orderly manner.

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<th>Dorm Reset</th>
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<tr>
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Round Edges This Way

From Bottom Up:
2 Sheets, 2 Towels, 1 Washcloth, 1 Cup and 1 Soap.
*Original Room Layout: