



STANDARD OPERATING PROCEDURE

HOUSEKEEPING

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Revision History

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I. OBJECTIVE: To create proper guidelines in the sanitation of the drugstore.

II. SCOPE: Within the vicinity of the drugstore, cleaning of the shelves, and good housekeeping

III. RESPONSIBILITY

- Pharmacist
- Pharmacy Assistants

IV. PROCEDURE

1. Use a clean dry cloth for cleaning the shelves, a damp cloth for smudges or stains, and clean mop with detergent or bleaching agent in cleaning the floors.
2. Temporarily transfer contents of the shelves to an empty box.
3. Wipe the shelves and clean it with cloth to remove the dust and stains.
4. After completion, place the contents back on their respective shelves.
5. Wash and dry the cloth used in cleaning. Repeat cleaning at least once a week.
6. Clean the floor with mop.

Hotel Housekeeping Standard Operating Procedure

PT Brinkman



Hotel Housekeeping Standard Operating Procedure:

Professional Management of Housekeeping Operations Thomas J. A. Jones, 2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college *The SAGE Handbook of Hospitality Management* Roy C Wood, Bob Brotherton, 2008-06-05 At last a comprehensive systematically organized Handbook which gives a reliable and critical guide to all aspects of one of the world s leading industries the hospitality industry The book focuses on key aspects of the hospitality management curriculum research and practice bringing together leading scholars throughout the world Each essay examines a theme or functional aspect of hospitality management and offers a critical overview of the principle ideas and issues that have contributed and continue to contribute within it Topics include The nature of hospitality and hospitality management The relationship of hospitality management to tourism leisure and education provision The current state of development of the international hospitality business The core activities of food beverage and accommodation management Research strategies in hospitality management Innovation and entrepreneurship trends The role of information technology The SAGE Handbook of Hospitality Management constitutes a single comprehensive source of reference which will satisfy the information needs of both specialists in the field and non specialists who require a contemporary introduction to the hospitality industry and its analysis Bob Brotherton formerly taught students of Hospitality and Tourism at Manchester Metropolitan University He has also taught Research Methods to Hospitality and Tourism students at a number of international institutions as a visiting lecturer Roy C Wood is based in the Oberoi Centre of Learning and Development India

Hotel Housekeeping Management Jayanti Jayanti, 2023-06-16 A comprehensive hands on guide to this vital role in the operation of a hotel With insights from international industry experts and real life case studies it provides the reader with a comprehensive how to guide to all elements of this essential role as well as the theoretical foundations and operational techniques **Hotel Management and Operations** Michael J. O'Fallon, Denney G. Rutherford, 2010-01-12 This newly updated edition is a compilation of readings divided into nine sections each examining a specific hotel department or activity Each topic is examined through a variety of viewpoints on the duties responsibilities problems and opportunities encountered there Multidimensional case studies taking a practical approach challenge readers to identify the central issues involved in complex management problems understand the structure and resources of the department in question and find solutions that may help in managing other hotel resources and departments Hotel Administration , 1930 *The Management of Hotel*

Operations Peter Jones, Andrew Lockwood, 1989 **Managing Housekeeping Operations** Margaret M. Kappa, Aleta Nitschke, Patricia B. Schappert, 1995 The Caterer and Hotel Proprietors' Gazette, 1928 **New York Hotel Review**, 1930 *Hotel Bulletin and Nation's Chefs*, 1930 *Hotel World*, 1930 **Housekeeping Management Cluster**, 2000
The Hotel Monthly John Willy, 1918 **Hotel Management and Operations, Website** Denney G. Rutherford, 2002 A real world look at every major aspect of hotel management and operations *Hotel Management and Operations Third Edition* helps readers to develop the wide ranging knowledge and analytical skills they need to succeed in today's burgeoning and dynamic hotel industry Featuring contributions from 60 leading industry professionals and academics this comprehensive presentation encourages critical thinking by exposing readers to different viewpoints within a coherent theoretical structure enabling them to formulate their own ideas and solutions Each of the book's nine parts examines a specific hotel department or activity and presents a variety of viewpoints on the duties responsibilities problems and opportunities encountered there Multidimensional case studies challenge readers to identify the central issues in complex management problems understand the structure and resources of the department in question and find solutions that may involve other hotel resources and departments This remarkably well designed learning tool Covers all hotel departments from front office to finance from marketing to housekeeping Links advanced theory with real world problems and solutions Encourages critical thinking by presenting differing viewpoints Features As I See It and Day in the Life commentary from young managers Provides a solid introduction to every aspect of hotel management Complete with extensive references and suggestions for further reading *Hotel Management and Operations Third Edition* is an ideal book for university hospitality programs and management training programs within the hotel industry **Hospitality**, 1999 **Associations' Publications in Print**, 1981 1981 in 2 v v 1 Subject index v 2 Title index Publisher title index Association name index Acronym index Key to publishers and distributors abbreviations Catalog of Copyright Entries. Third Series Library of Congress. Copyright Office, 1959
Good Housekeeping, 1906 NRI Investment Policy and Procedures Jay Narayan Vyas, 1988 With reference to investments in India by East Indians in foreign countries non resident Indians **Leadership and Management in the Hospitality Industry** Robert H. Woods, Judy Z. King, 2002

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