



Subject /Area	Action Required (At the time of lockdown)	Frequency	Process Owner (Name goes here)
General			
lighting	Identify a schedule and assign a person responsible (preferably someone from engineering department)	As per decided schedule	
Garbage and Trash Cans	Ensure all cans are empty and there is no garbage left in any area	Check weekly	
Carry out Deep cleaning	After lockdown and before reopening of all public areas	-	
All Rooms	All rooms should be cleaned, sanitized and locked. Deploy blackout curtains wherever available.	Check all rooms for rodents and pests, weekly	
Public Area			
Equipments and Hard surfaces	Clean and sanitize	Weekly	
Handrails, stairwells, light switch plates, other hard surfaces	Clean and sanitize		
Restrooms	Sanitize and lock		
Laundry Department			
Wash all linen and terries	Wash and place in sanitary storage bags	-	
All equipments and hard surfaces	Clean and sanitize	Weekly	
Doorknobs, switch plates etc.	Clean and sanitize	Weekly	
Floors and floorings	Mop and sanitize	Weekly	
Mop buckets, dustpans, mop heads / handles, brooms and high dusters	Clean and sanitize	Weekly or after use/inspection	
Laundry linen carts	Clean and sanitize	use/inspection	
All machines	<i>Unplug and clean</i>	<i>After use/inspection</i>	
Water supply	Sanitize and turn off	<i>After use/inspection</i>	
Maintenance Department			
All equipments and hard surfaces	Clean and sanitize	Weekly	
Doorknobs, switch plates etc.	Clean and sanitize		
Floors and flooring	Mop and sanitize		
Plumbing lines	Must be kept on and water must be kept moving by daily routine of release (preferably in grounds and open areas)	Daily	
TFA (Treated Fresh Air) units	To be kept on wherever applicable	Ongoing process	
Any other problems and issues	To be highlighted and logged with the COVID Task Force Manager		
Firepumps, plumbing lines, HVAC, water, power, etc.	Review and report surges (if any) to COVID Task Force Manager		

Lobby			
All Access (point of entries and exits)	Secure all access	Perform routine checks	
All blackout curtains	To be deployed (if available)	Perform routine checks	
Fitness Arenas / Gyms / Open arenas			
All Access (point of entries and exits)	Secure all access at time of lockdown after cleaning and sanitizing.	Clean weekly	
Towels, Sanitizer wipes, and towel disposal bins	Sanitize and move to the store	-	
All equipments	Clean and sanitize	-	
Floors and Floorings	Mop and sanitize	Perform routine checks	
Meeting Rooms and Banquets			
Whole premises lockdown	Clean and sanitize	Perform routine checks	
Blackout curtains	To be deployed (if available)	Perform routine checks	
All tables, chairs, podiums	Place in the storage	-	
Floors and floorings	Vaccum cleaning	Weekly	
Stores			
Perishables (raw material)	Remove completely or move to -18 or below	Perform routine checks	
Restaurants			
chairs	Cleaned and sanitize	Weekly	
Blackout curtains	To be deployed (if available)	Perform routine checks	
All china, cutlery and crockery and glassware	Sanitize and move to storage	-	
All access (points of entry and exit)	Secure all access	Perform routine checks	
Kitchen Department			
Cold room, table top drawers and fridges and all perishable	Remove or donate at time of lockdown to avoid chances of pests. Ones which can survive must be moved to -18 degrees	-	
Everything visible	Clean and sanitize	Check weekly	
Silverware, chinaware and glassware	Cover all (preferrably with bubblewrap or clingwrap)	-	
Pool / Spa			
All equipments, tables and chairs	Clean, sanitize and move to storage	Check weekly	
All outdoor pools	Cover or empty with proper hygiene	-	
Towels and hampers	Sanitize and move to storage	-	
Pool equipments like filter, heater, pool pump	Shut down	-	
All safety equipments and Pool phone	Clean, sanitize and keep all at one place. Ensure pool phone is operating	-	
All access (points of entry and exit)	Secure all access	-	

Business Centre			
All computers, equipment, chairs and tables	Sanitize and place in storage	-	
All access (points of entry and exit)	Secure all access	-	
Game Room			
All equipments, tables and chair	Clean, sanitize and put in storage	-	
Blackout curtains	To be deployed (if available)	Perform routine checks	
All machines	Unplug all machines	-	
Floors and Floorings	Vaccum or mop and sanitize	-	
Guestroom Floors			
TFA (Treated Fresh Air) units	To remain working as per shut down schedule	Ongoing process	
Blackout curtains	To be deployed (if available)	Perform routine checks	
Window panes	Clean, sanitize and ensure all are closed	-	
Case goods and hard surfaces	Clean, sanitize along with bathroom	Check weekly	
Bed linene and decorative bed toppings, etc.	Clean, sanitize and store. Wash bed linen and store.	-	
Lighting and equipments	Unplug all	-	
Guest room supplies	Clean, sanitize and store in sanitization bags (Plastic trash liner)	-	
Bath amenities, terries, shower curtains	Sanitize and store in sanitization bags	-	
Door knobs, light switches and other hard surfaces	Clean and sanitize	Weekly	
Floors and floorings including bathroom	Vaccum, mop and sanitize	Check weekly	
Toilet Flush(s)	Keep them in regular use	Weekly	
IT (Information Technology) Department			
POS (Point of Sales) systems and Wi-Fi services	Deactivate and shut all services	-	
Server Access	Ensure all 'non-priority' access of server are shut	-	
Billing POS systems	Ensure billing POS are completely switched off	-	
Finance Department			
EDC (Electronic Data Capture) systems	Ensure all machines are confiscated	-	
Cash voucher book and/or Imprests	Ensure none are left in hotel with the COVID Task Force	-	
Cash transactions	Ensure none are taking place	Ongoing process	