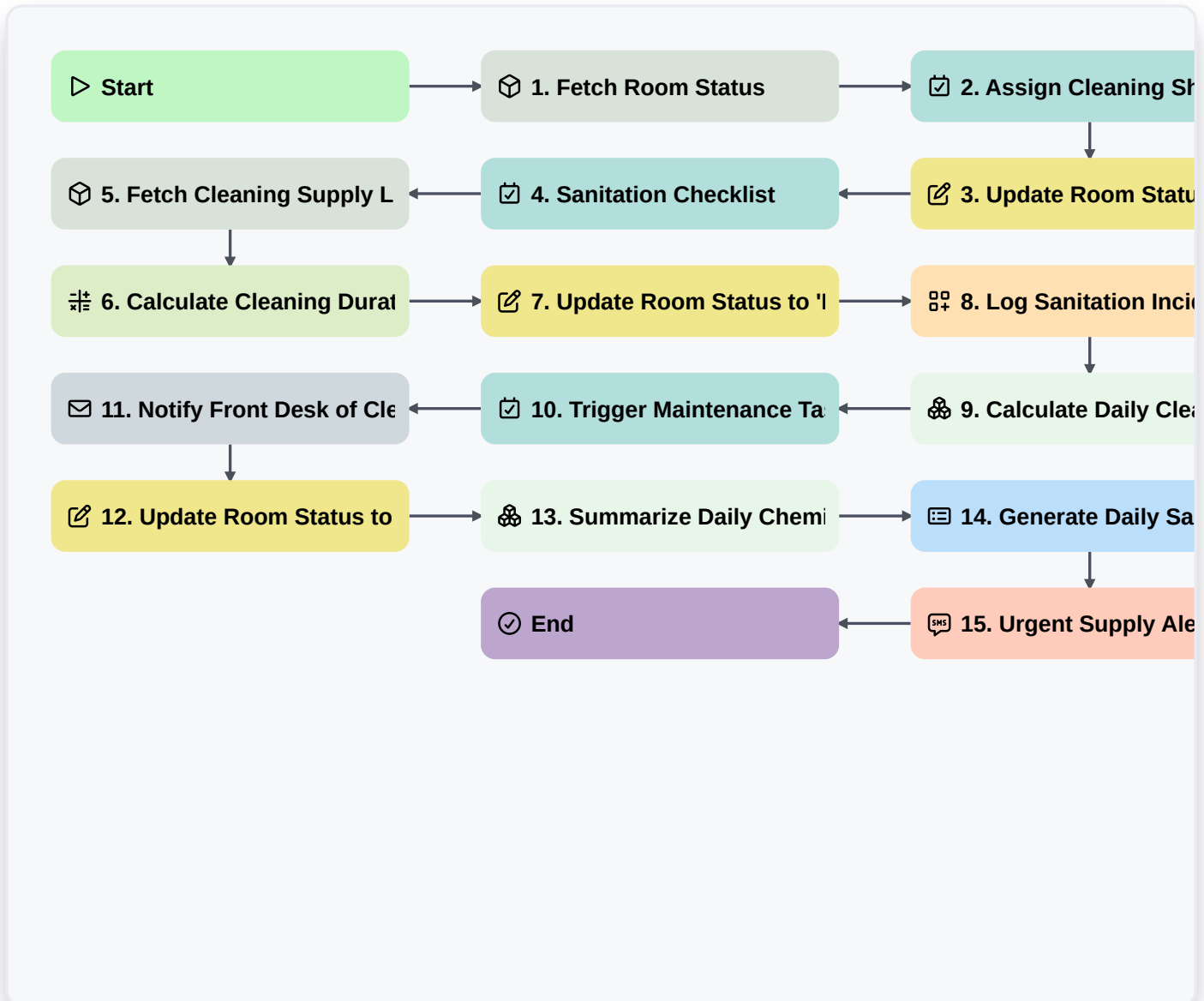


Hotel Cleaning Schedule And Sanitation Management Process



▶ Start

Start of the Workflow/Process.

📦 1. Fetch Room Status

Retrieve all room entries from the Room Data Model to identify which rooms are 'Dirty' or 'In-Progress'.

📅 2. Assign Cleaning Shift

Create a task for the Housekeeping Supervisor to assign specific rooms to cleaning staff for the current shift.

✍️ 3. Update Room Status to 'Cleaning In Progress'

Update the status field in the Room Data Model once a cleaner starts working on a specific room.

📅 4. Sanitation Checklist

A granular list of steps including: Disinfect high-touch surfaces, Change linens, Vacuum floors, and Restock amenities.

📦 5. Fetch Cleaning Supply Levels

Check the Inventory Data Model to see if cleaning chemicals and linens are sufficiently stocked.



6. Calculate Cleaning Duration

Subtract 'Start Time' from 'End Time' to calculate the total time spent cleaning the room.

7. Update Room Status to 'Inspected'

Update the Room Data Model once the Supervisor has verified the cleaning quality.

8. Log Sanitation Incident

Create a new entry in the Incident Log Data Model if a deep cleaning issue or damage is discovered.

9. Calculate Daily Cleaning Completion Rate

Aggregate the total number of 'Cleaned' rooms against 'Total' rooms to get a percentage of completion.

10. Trigger Maintenance Task

Create a task for the Maintenance Team if a room inspection reveals broken furniture or plumbing issues.

11. Notify Front Desk of Clean Room

Send an email to the Front Desk team notifying them that a specific room is now 'Ready for Check-in'.

12. Update Room Status to 'Ready'

Final update to the Room Data Model marking the room as vacant and clean.

13. Summarize Daily Chemical Usage

Sum the quantities of disinfectants used across all cleaning tasks to manage supply replenishment.

14. Generate Daily Sanitation Compliance Report

Create a daily report summarizing completed tasks, inspection failures, and average cleaning time for management review.

15. Urgent Supply Alert

Send an SMS to the Procurement Manager if the aggregate inventory level falls below a critical threshold.

End

End of the Workflow/Process.