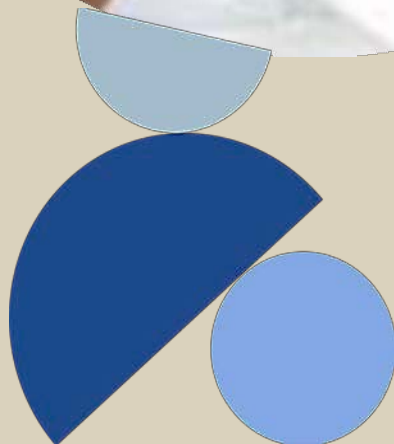


# Housekeeping

2022 Safety calendar





## How the calendar works

Each calendar date has a daily safety topic listed. After the month of December, or on page 15 of the calendar, there are talking points listed that correspond with the safety topic for that date. Housekeeping managers can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every other month.

The information in this calendar is an *accumulation of recommended practices*. The calendar should be of great value to your operation. Management generating safety awareness is a key practice to help control and reduce claims and related expenses.

The safety topics provided cover slip, trip and fall prevention, powered material handling, manual material handling, cutting safety, fire extinguisher safety, sprinkler system testing, industrial rack/module safety and a large number of other topics.

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|---|---|---|---|--|---|---|
|   |   |   |   |  |   | <p>1</p> <p>Roll the vacuum cord to prevent twists and cord damage.</p> <p>New Year's Day</p> |
| <p>2</p> <p>Keep laundry chute doors closed.</p>                  | <p>3</p> <p>Never mix chemicals.</p>  | <p>4</p> <p>Report sharps found in guest rooms to a supervisor or responder.</p>      | <p>5</p> <p>Never replace broken straps on rollaway beds with bungee cords.</p> | <p>6</p> <p>Keep oily rags in a covered container or under water until washed.</p>                         | <p>7</p> <p>Keep room carts in front of the guest room door when working in a room.</p> | <p>8</p> <p>Report fire hazards.</p>  |
| <p>9</p> <p>Wear goggles when opening laundry liquids.</p>        | <p>10</p> <p>When anyone asks to be let in a room, direct them to the front desk.</p>             | <p>11</p> <p>Push carts from the steering end for easier maneuverability.</p>         | <p>12</p> <p>Correct or report slip, trip, and fall hazards.</p>                | <p>13</p> <p>Keep room doors closed when you're not present.</p>   | <p>14</p> <p>Report screws or nails protruding from bed frames.</p>                     | <p>15</p> <p>Never give chemicals to guests.</p>  |
| <p>16</p> <p>Report suspicious persons.</p>                       | <p>17</p> <p>Know where to go when weather threatens.</p> <p>MLK Jr's Birthday</p>                | <p>18</p> <p>Remove lint from dryers at least 3-4 times daily.</p>                    | <p>19</p> <p>Rock when vacuuming to save your back.</p>                         | <p>20</p> <p>Keep bottles and containers closed and properly labeled.</p>                                  | <p>21</p> <p>Turn a cuff in rubber gloves to protect against drips.</p>                 | <p>22</p> <p>'Cool off' greasy rags after laundering; store in covered metal container.</p>   |
| <p>23</p> <p>Manage your vacuum cord to prevent trips.</p>        | <p>24</p> <p>Get a stool or ladder. Never stand on chairs or bathtubs to reach high surfaces.</p> | <p>25</p> <p>The rooming list should be stored out of sight in a secure location.</p> | <p>26</p> <p>Report burnt-out lights.</p>                                       | <p>27</p> <p>Use a ladder or step stool to change shower curtains; never stand on the edge of the tub.</p> | <p>28</p> <p>Be watchful for sharps in bed linens in the room and in the laundry.</p>   | <p>29</p> <p>Make sure all containers are labeled properly.</p>                               |
| <p>30</p> <p>Only use chemicals provided to you by the hotel.</p> | <p>31</p> <p>Wear protective gloves when cleaning bathrooms.</p>                                  | <p>Happy New Year<br/>Let's kick off a safe new year!</p>                             |   |  |   |   |

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|  |  | <b>1</b><br>Report missing fire extinguishers.  | <b>2</b><br>Never place your hands in trash cans.                 | <b>3</b><br>Report burnt-out exit signs.   | <b>4</b><br>Inspect cribs before setting up in guest rooms.            | <b>5</b><br>Know the locations of the SDS or Safety Data Sheets. |
| <b>6</b><br>Keep storage away from fluorescent lights.                     | <b>7</b><br>Wet cigarette butts before placing them in the trash.                      | <b>8</b><br>Keep storage rooms closed to prevent theft.   | <b>9</b><br>When an unknown person enters the room, you should... | <b>10</b><br>Know your role during a weather emergency.                                  | <b>11</b><br>Protect against bloodborne contaminants on and in linen.  | <b>12</b><br>Report storage in stairwells.                       |
| <b>13</b><br>Do not drink and drive or ride with drivers who are drinking. | <b>14</b><br>Key rings should be secured to the room attendant.<br><br>Valentine's Day | <b>15</b><br>Keep storage away from electrical panels.  | <b>16</b><br>Do not try to stop carts from falling over.          | <b>17</b><br>Locate the fire alarm pull stations in your work area.<br><br>Ash Wednesday | <b>18</b><br>Report damaged smoke detectors.                           | <b>19</b><br>What do you do in the event of a weather emergency? |
| <b>20</b><br>Key rings should be signed out and back in.                   | <b>21</b><br>When the fire alarm sounds, you should...<br><br>President's Day          | <b>22</b><br>Always use two people to flip mattresses.  | <b>23</b><br>Report damaged vacuum cords immediately.             | <b>24</b><br>Store heavy items in the 'strike zone.'                                     | <b>25</b><br>Report missing bathtub strips or turned-up edges on mats. | <b>26</b><br>Keep travel paths clear of trip hazards.            |
| <b>27</b><br>Lockouts and tagouts should be left alone.                    | <b>28</b><br>If you discover a fire, you should...                                     | Post OSHA Log<br>By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted. |   |  |  |  |

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|  |   | <b>1</b><br>Roll the vacuum cord to prevent twists and cord damage.                     | <b>2</b><br>Keep laundry chute doors closed.                  | <b>3</b><br>Never mix chemicals.  | <b>4</b><br>Report sharps found in guest rooms to a supervisor or responder.   | <b>5</b><br>Never replace broken straps on rollaway beds with bungee cords. |
| <b>6</b><br>Keep oily rags in a covered container or under water until washed.   | <b>7</b><br>Keep room carts in front of the guest room door when working in a room. | <b>8</b><br>Report fire hazards.  | <b>9</b><br>Wear goggles when opening laundry liquids.        | <b>10</b><br>When anyone asks to be let in a room, direct them to the front desk.             | <b>11</b><br>Push carts from the steering end for easier maneuverability.  | <b>12</b><br>Correct or report slip, trip, and fall hazards.                |
| <b>13</b><br>Keep room doors closed when you're not present.<br><br>Daylight Savings Begins                            | <b>14</b><br>Report screws or nails protruding from bed frames.                     | <b>15</b><br>Never give chemicals to guests.  | <b>16</b><br>Report suspicious persons.                       | <b>17</b><br>Know where to go when weather threatens.<br><br>St. Patrick's Day                | <b>18</b><br>Remove lint from dryers at least 3-4 times daily.   | <b>19</b><br>Rock when vacuuming to save your back.                         |
| <b>20</b><br>Keep bottles and containers closed and properly labeled.  | <b>21</b><br>Turn a cuff in rubber gloves to protect against drips.                 | <b>22</b><br>'Cool off' greasy rags after laundering; store in covered metal container. | <b>23</b><br>Manage your vacuum cord to prevent trips.        | <b>24</b><br>Get a stool or ladder. Never stand on chairs or bathtubs to reach high surfaces. | <b>25</b><br>The rooming list should be stored out of sight in a secure location.  | <b>26</b><br>Report burnt-out lights.                                       |
| <b>27</b><br>Use a ladder or step stool to change shower curtains; never stand on the edge of the tub.<br><br>Passover | <b>28</b><br>Be watchful for sharps in bed linens in the room and in the laundry.   | <b>29</b><br>Make sure all containers are labeled properly.                             | <b>30</b><br>Only use chemicals provided to you by the hotel. | <b>31</b><br>Wear protective gloves when cleaning bathrooms.                                  | Spring Forward<br>Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary. |   |

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| <b>Save OSHA Log</b><br>At the end of the month, take down and file the OSHA 300A summary log with your permanent records. |  |  |  |   | <b>1</b><br>Report missing fire extinguishers.                            | <b>2</b><br>Never place your hands in trash cans.                 |
| <b>3</b><br>Report burnt-out exit signs.   | <b>4</b><br>Inspect cribs before setting up in guest rooms.            | <b>5</b><br>Know the locations of the SDS or Safety Data Sheets. | <b>6</b><br>Keep storage away from fluorescent lights.                     | <b>7</b><br>Wet cigarette butts before placing them in the trash. | <b>8</b><br>Keep storage rooms closed to prevent theft.                   | <b>9</b><br>When an unknown person enters the room, you should... |
| <b>10</b><br>Know your role during a weather emergency.  | <b>11</b><br>Protect against bloodborne contaminants on and in linen.  | <b>12</b><br>Report storage in stairwells.                       | <b>13</b><br>Do not drink and drive or ride with drivers who are drinking. | <b>14</b><br>Key rings should be secured to the room attendant.   | <b>15</b><br>Keep storage away from electrical panels.<br><br>Good Friday | <b>16</b><br>Do not try to stop carts from falling over.          |
| <b>17</b><br>Locate the fire alarm pull stations in your work area.<br><br>Easter  | <b>18</b><br>Report damaged smoke detectors.                           | <b>19</b><br>What do you do in the event of a weather emergency? | <b>20</b><br>Key rings should be signed out and back in.                   | <b>21</b><br>When the fire alarm sounds, you should...            | <b>22</b><br>Always use two people to flip mattresses.                    | <b>23</b><br>Report damaged vacuum cords immediately.             |
| <b>24</b><br>Store heavy items in the 'strike zone.'   | <b>25</b><br>Report missing bathtub strips or turned-up edges on mats. | <b>26</b><br>Keep travel paths clear of trip hazards.            | <b>27</b><br>Lockouts and tagouts should be left alone.                    | <b>28</b><br>If you discover a fire, you should...                | <b>29</b><br>Check guest room locks when cleaning rooms.                  | <b>30</b><br>Bend at your knees; save your back.                  |

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|---|---|---|---|--|--|---|
| <b>1</b><br>Roll the vacuum cord to prevent twists and cord damage.                     | <b>2</b><br>Keep laundry chute doors closed.                                      | <b>3</b><br>Never mix chemicals.  | <b>4</b><br>Report sharps found in guest rooms to a supervisor or responder.      | <b>5</b><br>Never replace broken straps on rollaway beds with bungee cords.<br><br>Cinco de Mayo | <b>6</b><br>Keep oily rags in a covered container or under water until washed.                         | <b>7</b><br>Keep room carts in front of the guest room door when working in a room. |
| <b>8</b><br>Report fire hazards.  | <b>9</b><br>Wear goggles when opening laundry liquids.<br><br>Mother's Day        | <b>10</b><br>When anyone asks to be let in a room, direct them to the front desk.             | <b>11</b><br>Push carts from the steering end for easier maneuverability.         | <b>12</b><br>Correct or report slip, trip, and fall hazards.                                     | <b>13</b><br>Keep room doors closed when you're not present.   | <b>14</b><br>Report screws or nails protruding from bed frames.                     |
| <b>15</b><br>Never give chemicals to guests.  | <b>16</b><br>Report suspicious persons.   | <b>17</b><br>Know where to go when weather threatens.   | <b>18</b><br>Remove lint from dryers at least 3-4 times daily.                    | <b>19</b><br>Rock when vacuuming to save your back.  | <b>20</b><br>Keep bottles and containers closed and properly labeled.                                  | <b>21</b><br>Turn a cuff in rubber gloves to protect against drips.                 |
| <b>22</b><br>'Cool off' greasy rags after laundering; store in covered metal container. | <b>23</b><br>Manage your vacuum cord to prevent trips.                            | <b>24</b><br>Get a stool or ladder. Never stand on chairs or bathtubs to reach high surfaces. | <b>25</b><br>The rooming list should be stored out of sight in a secure location. | <b>26</b><br>Report burnt-out lights.  | <b>27</b><br>Use a ladder or step stool to change shower curtains; never stand on the edge of the tub. | <b>28</b><br>Be watchful for sharps in bed linens in the room and in the laundry.   |
| <b>29</b><br>Make sure all containers are labeled properly.                             | <b>30</b><br>Only use chemicals provided to you by the hotel.<br><br>Memorial Day | <b>31</b><br>Wear protective gloves when cleaning bathrooms.                                  |   |  |  |   |

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|  |  |   | <b>1</b><br>Report missing fire extinguishers.           | <b>2</b><br>Never place your hands in trash cans.                 | <b>3</b><br>Report burnt-out exit signs.                            | <b>4</b><br>Inspect cribs before setting up in guest rooms.            |
| <b>5</b><br>Know the locations of the SDS or Safety Data Sheets. | <b>6</b><br>Keep storage away from fluorescent lights.                       | <b>7</b><br>Wet cigarette butts before placing them in the trash. | <b>8</b><br>Keep storage rooms closed to prevent theft.  | <b>9</b><br>When an unknown person enters the room, you should... | <b>10</b><br>Know your role during a weather emergency.             | <b>11</b><br>Protect against bloodborne contaminants on and in linen.  |
| <b>12</b><br>Report storage in stairwells.                       | <b>13</b><br>Do not drink and drive or ride with drivers who are drinking.   | <b>14</b><br>Key rings should be secured to the room attendant.   | <b>15</b><br>Keep storage away from electrical panels.   | <b>16</b><br>Do not try to stop carts from falling over.          | <b>17</b><br>Locate the fire alarm pull stations in your work area. | <b>18</b><br>Report damaged smoke detectors.                           |
| <b>19</b><br>What do you do in the event of a weather emergency? | <b>20</b><br>Key rings should be signed out and back in.<br><br>Father's Day | <b>21</b><br>When the fire alarm sounds, you should...            | <b>22</b><br>Always use two people to flip mattresses.   | <b>23</b><br>Report damaged vacuum cords immediately.             | <b>24</b><br>Store heavy items in the 'strike zone.'                | <b>25</b><br>Report missing bathtub strips or turned-up edges on mats. |
| <b>26</b><br>Keep travel paths clear of trip hazards.            | <b>27</b><br>Lockouts and tagouts should be left alone.                      | <b>28</b><br>If you discover a fire, you should...                | <b>29</b><br>Check guest room locks when cleaning rooms. | <b>30</b><br>Bend at your knees; save your back.                  |   |  |

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|   |  |   |  |   | <b>1</b><br>Roll the vacuum cord to prevent twists and cord damage.                     | <b>2</b><br>Keep laundry chute doors closed.                  |
| <b>3</b><br>Never mix chemicals.  | <b>4</b><br>Report sharps found in guest rooms to a supervisor or responder.<br><br>Independence Day | <b>5</b><br>Never replace broken straps on rollaway beds with bungee cords. | <b>6</b><br>Keep oily rags in a covered container or under water until washed.                         | <b>7</b><br>Keep room carts in front of the guest room door when working in a room. | <b>8</b><br>Report fire hazards.  | <b>9</b><br>Wear goggles when opening laundry liquids.        |
| <b>10</b><br>When anyone asks to be let in a room, direct them to the front desk.             | <b>11</b><br>Push carts from the steering end for easier maneuverability.                            | <b>12</b><br>Correct or report slip, trip, and fall hazards.                | <b>13</b><br>Keep room doors closed when you're not present.   | <b>14</b><br>Report screws or nails protruding from bed frames.                     | <b>15</b><br>Never give chemicals to guests.  | <b>16</b><br>Report suspicious persons.                       |
| <b>17</b><br>Know where to go when weather threatens.   | <b>18</b><br>Remove lint from dryers at least 3-4 times daily.                                       | <b>19</b><br>Rock when vacuuming to save your back.                         | <b>20</b><br>Keep bottles and containers closed and properly labeled.                                  | <b>21</b><br>Turn a cuff in rubber gloves to protect against drips.                 | <b>22</b><br>'Cool off' greasy rags after laundering; store in covered metal container. | <b>23</b><br>Manage your vacuum cord to prevent trips.        |
| <b>24</b><br>Get a stool or ladder. Never stand on chairs or bathtubs to reach high surfaces. | <b>25</b><br>The rooming list should be stored out of sight in a secure location.                    | <b>26</b><br>Report burnt-out lights.                                       | <b>27</b><br>Use a ladder or step stool to change shower curtains; never stand on the edge of the tub. | <b>28</b><br>Be watchful for sharps in bed linens in the room and in the laundry.   | <b>29</b><br>Make sure all containers are labeled properly.                             | <b>30</b><br>Only use chemicals provided to you by the hotel. |
| <b>31</b><br>Wear protective gloves when cleaning bathrooms.                                  |  |   |  |   |   |   |

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|   | <b>1</b><br>Report missing fire extinguishers.           | <b>2</b><br>Never place your hands in trash cans.                 | <b>3</b><br>Report burnt-out exit signs.                            | <b>4</b><br>Inspect cribs before setting up in guest rooms.             | <b>5</b><br>Know the locations of the SDS or Safety Data Sheets. | <b>6</b><br>Keep storage away from fluorescent lights.                     |
| <b>7</b><br>Wet cigarette butts before placing them in the trash. | <b>8</b><br>Keep storage rooms closed to prevent theft.  | <b>9</b><br>When an unknown person enters the room, you should... | <b>10</b><br>Know your role during a weather emergency.             | <b>11</b><br>Protect against bloodborne contaminants on and in linen.   | <b>12</b><br>Report storage in stairwells.                       | <b>13</b><br>Do not drink and drive or ride with drivers who are drinking. |
| <b>14</b><br>Key rings should be secured to the room attendant.   | <b>15</b><br>Keep storage away from electrical panels.   | <b>16</b><br>Do not try to stop carts from falling over.          | <b>17</b><br>Locate the fire alarm pull stations in your work area. | <b>18</b><br>Report damaged smoke detectors.                            | <b>19</b><br>What do you do in the event of a weather emergency? | <b>20</b><br>Key rings should be signed out and back in.                   |
| <b>21</b><br>When the fire alarm sounds, you should...            | <b>22</b><br>Always use two people to flip mattresses.   | <b>23</b><br>Report damaged vacuum cords immediately.             | <b>24</b><br>Store heavy items in the 'strike zone.'                | <b>25</b><br>Report missing bathtub strips or turned-up edges on mats.  | <b>26</b><br>Keep travel paths clear of trip hazards.            | <b>27</b><br>Lockouts and tagouts should be left alone.                    |
| <b>28</b><br>If you discover a fire, you should...                | <b>29</b><br>Check guest room locks when cleaning rooms. | <b>30</b><br>Bend at your knees; save your back.                  | <b>31</b><br>Kneel on a padded surface when cleaning the bathtub.   | <b>School Starts</b><br>The new school year is coming, watch for buses! |  |  |

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|  |   |   |  | 1<br>Roll the vacuum cord to prevent twists and cord damage.                     | 2<br>Keep laundry chute doors closed.                  | 3<br>Never mix chemicals.  |
| 4<br>Report sharps found in guest rooms to a supervisor or responder.      | 5<br>Never replace broken straps on rollaway beds with bungee cords.<br><br>Labor Day | 6<br>Keep oily rags in a covered container or under water until washed.                         | 7<br>Keep room carts in front of the guest room door when working in a room. | 8<br>Report fire hazards.  | 9<br>Wear goggles when opening laundry liquids.        | 10<br>When anyone asks to be let in a room, direct them to the front desk.             |
| 11<br>Push carts from the steering end for easier maneuverability.         | 12<br>Correct or report slip, trip, and fall hazards.                                 | 13<br>Keep room doors closed when you're not present.   | 14<br>Report screws or nails protruding from bed frames.                     | 15<br>Never give chemicals to guests.  | 16<br>Report suspicious persons.<br><br>Yom Kippur     | 17<br>Know where to go when weather threatens.   |
| 18<br>Remove lint from dryers at least 3-4 times daily.                    | 19<br>Rock when vacuuming to save your back.  | 20<br>Keep bottles and containers closed and properly labeled.                                  | 21<br>Turn a cuff in rubber gloves to protect against drips.                 | 22<br>'Cool off' greasy rags after laundering; store in covered metal container. | 23<br>Manage your vacuum cord to prevent trips.        | 24<br>Get a stool or ladder. Never stand on chairs or bathtubs to reach high surfaces. |
| 25<br>The rooming list should be stored out of sight in a secure location. | 26<br>Report burnt-out lights.  | 27<br>Use a ladder or step stool to change shower curtains; never stand on the edge of the tub. | 28<br>Be watchful for sharps in bed linens in the room and in the laundry.   | 29<br>Make sure all containers are labeled properly.                             | 30<br>Only use chemicals provided to you by the hotel. |  |

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|---|--|--|--|--|---|--|
|   |  |  |  |  |   | <b>1</b><br>Report missing fire extinguishers.           |
| <b>2</b><br>Never place your hands in trash cans.                 | <b>3</b><br>Report burnt-out exit signs.   | <b>4</b><br>Inspect cribs before setting up in guest rooms.            | <b>5</b><br>Know the locations of the SDS or Safety Data Sheets. | <b>6</b><br>Keep storage away from fluorescent lights.                     | <b>7</b><br>Wet cigarette butts before placing them in the trash. | <b>8</b><br>Keep storage rooms closed to prevent theft.  |
| <b>9</b><br>When an unknown person enters the room, you should... | <b>10</b><br>Know your role during a weather emergency.<br><br>Columbus Day        | <b>11</b><br>Protect against bloodborne contaminants on and in linen.  | <b>12</b><br>Report storage in stairwells.                       | <b>13</b><br>Do not drink and drive or ride with drivers who are drinking. | <b>14</b><br>Key rings should be secured to the room attendant.   | <b>15</b><br>Keep storage away from electrical panels.   |
| <b>16</b><br>Do not try to stop carts from falling over.          | <b>17</b><br>Locate the fire alarm pull stations in your work area.                | <b>18</b><br>Report damaged smoke detectors.                           | <b>19</b><br>What do you do in the event of a weather emergency? | <b>20</b><br>Key rings should be signed out and back in.                   | <b>21</b><br>When the fire alarm sounds, you should...            | <b>22</b><br>Always use two people to flip mattresses.   |
| <b>23</b><br>Report damaged vacuum cords immediately.             | <b>24</b><br>Store heavy items in the 'strike zone.'                               | <b>25</b><br>Report missing bathtub strips or turned-up edges on mats. | <b>26</b><br>Keep travel paths clear of trip hazards.            | <b>27</b><br>Lockouts and tagouts should be left alone.                    | <b>28</b><br>If you discover a fire, you should...                | <b>29</b><br>Check guest room locks when cleaning rooms. |
| <b>30</b><br>Bend at your knees; save your back.                  | <b>31</b><br>Kneel on a padded surface when cleaning the bathtub.<br><br>Halloween | Fire Prevention Month<br>Fire Safety Month is here!                    |  |  |   |  |

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|   |   | <b>1</b><br>Roll the vacuum cord to prevent twists and cord damage.                     | <b>2</b><br>Keep laundry chute doors closed.                  | <b>3</b><br>Never mix chemicals.   | <b>4</b><br>Report sharps found in guest rooms to a supervisor or responder.                  | <b>5</b><br>Never replace broken straps on rollaway beds with bungee cords. |
| <b>6</b><br>Keep oily rags in a covered container or under water until washed.<br><br>Daylight Savings Ends | <b>7</b><br>Keep room carts in front of the guest room door when working in a room. | <b>8</b><br>Report fire hazards.  | <b>9</b><br>Wear goggles when opening laundry liquids.        | <b>10</b><br>When anyone asks to be let in a room, direct them to the front desk.  | <b>11</b><br>Push carts from the steering end for easier maneuverability.<br><br>Veterans Day | <b>12</b><br>Correct or report slip, trip, and fall hazards.                |
| <b>13</b><br>Keep room doors closed when you're not present.  | <b>14</b><br>Report screws or nails protruding from bed frames.                     | <b>15</b><br>Never give chemicals to guests.  | <b>16</b><br>Report suspicious persons.                       | <b>17</b><br>Know where to go when weather threatens.  | <b>18</b><br>Remove lint from dryers at least 3-4 times daily.                                | <b>19</b><br>Rock when vacuuming to save your back.                         |
| <b>20</b><br>Keep bottles and containers closed and properly labeled.                                       | <b>21</b><br>Turn a cuff in rubber gloves to protect against drips.                 | <b>22</b><br>'Cool off' greasy rags after laundering; store in covered metal container. | <b>23</b><br>Manage your vacuum cord to prevent trips.        | <b>24</b><br>Get a stool or ladder. Never stand on chairs or bathtubs to reach high surfaces.<br><br>Thanksgiving                    | <b>25</b><br>The rooming list should be stored out of sight in a secure location.             | <b>26</b><br>Report burnt-out lights.                                       |
| <b>27</b><br>Use a ladder or step stool to change shower curtains; never stand on the edge of the tub.      | <b>28</b><br>Be watchful for sharps in bed linens in the room and in the laundry.   | <b>29</b><br>Make sure all containers are labeled properly.<br><br>Hanukkah             | <b>30</b><br>Only use chemicals provided to you by the hotel. | <b>Fall Back</b><br>Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary. |   |   |

|  |  |  |   |  |   |   |
|--|--|--|---|--|---|---|
|  |  |  |   | <b>1</b><br>Report missing fire extinguishers.           | <b>2</b><br>Never place your hands in trash cans.                 | <b>3</b><br>Report burnt-out exit signs.                            |
| <b>4</b><br>Inspect cribs before setting up in guest rooms.            | <b>5</b><br>Know the locations of the SDS or Safety Data Sheets. | <b>6</b><br>Keep storage away from fluorescent lights.                     | <b>7</b><br>Wet cigarette butts before placing them in the trash. | <b>8</b><br>Keep storage rooms closed to prevent theft.  | <b>9</b><br>When an unknown person enters the room, you should... | <b>10</b><br>Know your role during a weather emergency.             |
| <b>11</b><br>Protect against bloodborne contaminants on and in linen.  | <b>12</b><br>Report storage in stairwells.                       | <b>13</b><br>Do not drink and drive or ride with drivers who are drinking. | <b>14</b><br>Key rings should be secured to the room attendant.   | <b>15</b><br>Keep storage away from electrical panels.   | <b>16</b><br>Do not try to stop carts from falling over.          | <b>17</b><br>Locate the fire alarm pull stations in your work area. |
| <b>18</b><br>Report damaged smoke detectors.                           | <b>19</b><br>What do you do in the event of a weather emergency? | <b>20</b><br>Key rings should be signed out and back in.                   | <b>21</b><br>When the fire alarm sounds, you should...            | <b>22</b><br>Always use two people to flip mattresses.   | <b>23</b><br>Report damaged vacuum cords immediately.             | <b>24</b><br>Store heavy items in the 'strike zone.'                |
| <b>25</b><br>Report missing bathtub strips or turned-up edges on mats. | <b>26</b><br>Keep travel paths clear of trip hazards.            | <b>27</b><br>Lockouts and tagouts should be left alone.                    | <b>28</b><br>If you discover a fire, you should...                | <b>29</b><br>Check guest room locks when cleaning rooms. | <b>30</b><br>Bend at your knees; save your back.                  | <b>31</b><br>Kneel on a padded surface when cleaning the bathtub.   |
| Christmas  |  |  |   |  |   | New Year's Eve  |

## Responses

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at housekeeping morning meetings or shift change meetings. The idea behind the calendar is repetitive training. However, some of the topics may be new and of great value to management and associates. Management may help verify the correct response to daily conditions at the hotel by regularly training staff members and hourly associates on these topics. Not every possible scenario is listed on the calendar. The situations that are listed are those we know may occur from time to time in housekeeping that might affect the safety and security of associates, guests and the hotel. These topics repeat approximately every two months.

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement  | Response   |
|-----|--|--|
| 1   | Roll the vacuum cord to prevent twists and cord damage.          | You can help keep the vacuum cord from becoming a twisted trip hazard by rolling it with your thumb and forefinger on your 'off' hand. Practice makes perfect.                         |
| 2   | Keep laundry chute doors closed.                                 | Laundry chutes function like chimneys. During a fire in the laundry, smoke and fire can spread onto the guest room floors if chute doors are left open or do not close and latch well. |
| 3   | Never mix chemicals.   | Mixing chemicals is potentially deadly. Most of us are not chemists, so we never know what the end result will be or what the hazards associated with mixing certain chemicals.        |
| 4   | Report sharps found in guest rooms to a supervisor or responder. | Only designated responders who have been properly trained should handle sharps.  |
| 5   | Never replace broken straps on rollaway beds with bungee cords.  | Bungee cords have 'stored energy' in them and can snap out of the grasp of guests and employees, causing injury. Cloth strapping or belting is a much better choice.                   |

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement   | Response  |
|-----|---|---|
| 6   | Keep oily rags in a covered container or under water until washed.      | <p>When oily rags are to be washed, we recommend the following procedure:</p> <ul style="list-style-type: none"> <li>• The rags should be stored in a bucket with a solution of water and degreaser until washed.</li> <li>• The rags should be washed last on the shift.</li> <li>• The lint should be cleaned from the clothes dryer before drying rags to ensure maximum air flow; after drying, the rags should be run without heat to cool them down and should be stored in a covered metal container.</li> </ul> |
| 7   | Keep room carts in front of the guest room door when working in a room. | The room attendant cart should be kept in front of the door of the guest room being cleaned, as this provides a degree of security from intrusion. It also keeps the corridor pathway clear for guests, which is particularly important in the event of an emergency.   |
| 8   | Report fire hazards.  | The easiest way to fight a fire is to stop it from happening by reporting fire hazards right away. Fire endangers the guests and employees of the hotel.  |
| 9   | Wear goggles when opening laundry liquids.                              | Laundry workers frequently get liquid chemicals in their eyes when opening bulk (five-gallon) containers. Much of this material is very caustic and damaging to the eyes.   |
| 10  | When anyone asks to be let in a room, direct them to the front desk.    | Housekeepers should never let anyone into a guest room.   |
| 11  | Push carts from the steering end for easier maneuverability.            | This is another example of working smarter, not harder, and can save wear and tear on the body.   |

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement  | Response   |
|-----|--|--|
| 12  | Correct or report slip, trip, and fall hazards.    | <p>Slips, trips and falls are the most common accidents in America. Every effort should be made to eliminate these hazards.</p> <p>Correct or report poor housekeeping situations immediately.</p> <p>Contact a Zurich risk engineer for a risk topic on this subject.</p>   |
| 13  | Keep room doors closed when you're not present.    | The contents of the guest room are left exposed when doors are left open. This is important for checkout rooms and even more important for stay-over guest rooms. This also exposes the room attendant to assault from a person who may have entered the room in her absence.  |
| 14  | Report screws or nails protruding from bed frames. | Screws and nails or other sharp objects protruding from guest room bed frames frequently scratch and cut employees and guests. Help eliminate this hazard.   |
| 15  | Never give chemicals to guests.                    | There are several horror stories about room attendants giving a guest cleaning chemicals in cups and glasses only to have the guest's child mistakenly drink the chemical. It may be okay with management to offer to clean something in the guest's room, but you should never give the guest a cleaning products or chemicals. |
| 16  | Report suspicious persons.                         | Criminals often stroll through corridors bumping doors hoping to find one unlatched.   |
| 17  | Know where to go when weather threatens.           | Have you identified areas of refuge for employees and guests in the event of threatening weather? If a tornado warning is given, where will you go?  |
| 18  | Remove lint from dryers at least 3-4 times daily.  | This will help ensure proper operation of the dryer, improve airflow, improve the efficiency of the dryer and decrease the fire hazard.  |
| 19  | Rock when vacuuming to save your back.             | Use your weight to power the vacuum; save your arm and back muscles. Little things make a big difference at the end of the day!  |

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement  | Response  |
|-----|--|---|
| 20  | Keep bottles and containers closed and properly labeled.                         | Many sports drinks are approximately the same color as the cleaning chemicals used by hotels. This may be confusing to guests, particularly children, as well as employees. The best labels also have hazard identification.  |
| 21  | Turn a cuff in rubber gloves to protect against drips.                           | Turning a cuff when using rubber gloves can catch drips from cleaning chemicals that may otherwise run down the worker's arm. This is uncomfortable and could trigger an allergic reaction to the chemicals.  |
| 22  | 'Cool off' greasy rags after laundering; store in covered metal container.       | <p>Laundering greasy rags is one of the most frequent operations housekeeping and laundry is asked to perform. It is very important not to store rags from the clothes dryer until they are completely cool, and then they should be stored in a covered metal container. The recommended procedure is outlined below:</p> <ul style="list-style-type: none"> <li>• The rags should be stored in a bucket with a solution of water and degreaser until washed.</li> <li>• The rags should be washed last on the shift.</li> <li>• The lint should be cleaned from the clothes dryer before drying rags to ensure maximum air flow.</li> </ul> <p>After drying, the rags should be run without heat to cool them down and should be stored in a covered metal container.</p> |
| 23  | Manage your vacuum cord to prevent trips.  | Vacuum cords present trip hazards for employees and guests alike. Keep the cord out of the main walkway as much as possible; keep it flat on the floor, reduce kinks and loops in the cord and check the walkway before moving the cord.  |
| 24  | Get a stool or ladder. Never stand on chairs or bathtubs to reach high surfaces. | Standing on tubs, vanities and chairs is a formula for disaster. Room attendants frequently slip and fall when doing this. Instead, get a stool or ladder and save yourself from injury.  |

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement   | Response   |
|-----|---|--|
| 25  | The rooming list should be stored out of sight in a secure location.                      | Rooming lists frequently contain guests' names. These should be carefully guarded and stored out of sight in a secure location.  |
| 26  | Report burnt-out lights.  | Proper lighting is necessary for good safety and security. Guests do not like dark public areas or burnt-out lights in guest rooms.  |
| 27  | Use a ladder or step stool to change shower curtains; never stand on the edge of the tub. | Standing on the edge of a tub is a recipe for disaster. If done with enough frequency, a fall is sure to happen.   |
| 28  | Be watchful for sharps in bed linens in the room and in the laundry.                      | Guests with diabetes, allergies or other maladies may absentmindedly leave hypodermic syringes in the bed where they can become tangled in the linens. Be careful when changing bed linens.  |
| 29  | Make sure all containers are labeled properly.  | Properly labeled containers list any health hazards, flammability rating and reactivity rating in addition to the name of the product.   |
| 30  | Only use chemicals provided to you by the hotel.  | Room attendants have been known to bring chemicals from home because 'the chemicals the hotel buys aren't strong enough and do not clean as well as mine from home.' Chemicals should never be brought from home because if exposure occurs, the hotel will not have the necessary information to apply first aid. |
| 31  | Wear protective gloves when cleaning bathrooms.   | One of the greatest hazards to the health of the room attendant is hepatitis. The germ that causes this disease can live outside the body for an extended period of time. Protect yourself; always wear gloves when cleaning bathrooms.  |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement   | Response  |
|-----|---|---|
| 1   | Report missing fire extinguishers.                    | A missing fire extinguisher may be the exact one needed during a fire.  |
| 2   | Never place your hands in trash cans.                 | Trash cans can contain hypodermic syringes, razor blades and other items that can cause injury.   |
| 3   | Report burnt-out exit signs.                          | Exit signs are illuminated so they can be seen through the smoke of a fire. Without a properly functioning exit sign, an exit may not be visible during a fire.   |
| 4   | Inspect cribs before setting up in guest rooms.       | The safety of our smaller guests is of the utmost importance. Missing nuts and bolts can mean the crib is not stable; exposed bolt ends, wing nuts, etc., can catch a child's clothing and create a choking hazard.   |
| 5   | Know the locations of the SDS or Safety Data Sheets.  | Safety Data Sheets, or SDS (formerly called Material Safety Data Sheets or MSDS), contain information about the hazards associated with chemicals and overexposure, as well as detailing proper use of the chemical and the steps to take in the event of ingestion or skin and eye exposure. |
| 6   | Keep storage away from fluorescent lights.            | The fluorescent light fixture can become hot enough to ignite linens or lint, so it is important to leave plenty of clearance around lights and fixtures.   |
| 7   | Wet cigarette butts before placing them in the trash. | A common cause of fire in hotels is hot cigarette butts being dumped into the trash bag on the cart.  |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement   | Response  |
|-----|---|---|
| 8   | Keep storage rooms closed to prevent theft.                   | Towels, sheets and blankets are a great expense for a hotel; some people think they make great souvenirs. Open storage rooms also leave hazards exposed that have the potential to injure guests and their children.  |
| 9   | When an unknown person enters the room, you should...         | <p>Immediately go to the door of the guest room so you can escape if threatened.</p> <ul style="list-style-type: none"> <li>• Ask the person to show their key.</li> <li>• Try the key in the lock.</li> <li>• If the person does not cooperate or does not have a key, leave immediately and call the MOD or housekeeping manager.</li> </ul>  |
| 10  | Know your role during a weather emergency.                    | <p>Room attendants usually know what to do when the fire alarm sounds. They should also receive training on what to do and where to go when weather threatens. Know what type of threatening weather occurs in your area. Tornadoes can have winds of over 200 mph and can blow out windows and lift roofs from even the most modern buildings. A safe haven is very important during these situations.</p> |
| 11  | Protect against bloodborne contaminants on and in linen.      | The linens from the beds and bathrooms have the potential to transfer BBPs (bloodborne pathogens) for up to several days. This is particularly true of hepatitis. At a minimum, puncture-resistant rubber gloves should be worn by room attendants and laundry workers. Special laundering procedures should be employed when linens are known to be contaminated.  |
| 12  | Report storage in stairwells.                                 | Storage in the stairwell is strictly prohibited by all fire and building codes. The stairwell must be maintained free of potential fire hazards to ensure a means of safe exit from a building if fires occur.  |
| 13  | Do not drink and drive or ride with drivers who are drinking. | A small amount of alcohol can impair your ability to drive safely. Arrange for a designated driver, alternate transportation or refrain from drinking when driving.   |

[Feb](#) | [Apr](#) | [Jun](#) | [Aug](#) | [Oct](#) | [Dec](#)

| Day | Statement  | Response  |
|-----|--|---|
| 14  | Key rings should be secured to the room attendant.     | This is essential to good security at a hotel and prevents the cost of rekeying the hotel due to lost keys. A cord around the neck presents another set of hazards and is not recommended. Pin or clip the key ring cord to your uniform or belt. |
| 15  | Keep storage away from electrical panels.              | A small fire can shut down large sections of the hotel if the fire affects the electrical panel.  |
| 16  | Do not try to stop carts from falling over.            | Should the cart hit an uneven area and start to tip over, let it. Then go get help to set it upright again. It's better to let the cart fall over than get a back injury.   |
| 17  | Locate the fire alarm pull stations in your work area. | Knowing where the manual fire alarm pull stations are is important if you need to notify all occupants of a fire in the hotel.  |
| 18  | Report damaged smoke detectors.                        | The in-room smoke detectors are the first line of defense for the guests' protection against fire. They also protect the entire hotel by calling attention to a fire when it's still small and easy to extinguish.                                |
| 19  | What do you do in the event of a weather emergency?    | Different areas of the country get different weather emergencies. Know your duties when they occur.   |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement   | Response  |
|-----|---|---|
| 20  | Key rings should be signed out and back in.               | Key control is essential to proper security at a hotel.   |
| 21  | When the fire alarm sounds, you should...                 | When the fire alarm sounds: <ul style="list-style-type: none"> <li>• Put away your cart.</li> <li>• Close any open doors.</li> <li>• Exit the building via the stairs.</li> <li>• Assist any guests.</li> <li>• Report to the designated assembly area.</li> </ul>                                      |
| 22  | Always use two people to flip mattresses.                 | A lesson learned by trial and error, using two people to flip a mattress saves workers' backs. Mattresses are too awkward to handle alone.  |
| 23  | Report damaged vacuum cords immediately.                  | Damaged vacuum cords become a shock hazard. Have a damaged cord replaced ASAP.  |
| 24  | Store heavy items in the 'strike zone.'                   | As in baseball, the strike zone is between mid-chest level and the knees. Heavy storage should be shelved in the strike zone to prevent the need to bend over when moving the item.   |
| 25  | Report missing bathtub strips or turned-up edges on mats. | If the hotel is using one-inch strips to protect against slips in the bathtub, a minimum of six strips is needed across a standard tub, but eight is better. Missing strips leave gaps in this protection. The strips should be a minimum of 36 inches long (two rows) and should cover the entire tub. |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement  | Response  |
|-----|--|---|
| 26  | Keep travel paths clear of trip hazards.             | Room attendants frequently trip and fall when bedspreads, linens and vacuum cords are left in travel paths inside the guest room.   |
| 27  | Lockouts and tagouts should be left alone.           | Although housekeepers are not usually directly involved in lockout/tagout situations, they should be aware of the hazards associated with these situations if encountered.  |
| 28  | If you discover a fire, you should...                | When you discover a fire: <ul style="list-style-type: none"> <li>• Close the door to the room.</li> <li>• Activate the fire alarm at the manual pull station.</li> <li>• Call the front desk and report the fire's location.</li> <li>• Exit the building.</li> </ul> |
| 29  | Check guest room locks when cleaning rooms.          | It is very important for the security of guests that locks function properly; make sure that the deadbolt retracts when the knob or lever inside the room is used. This can be very important in the event of an emergency.   |
| 30  | Bend at your knees; save your back.                  | This old familiar message is still important.   |
| 31  | Kneel on a padded surface when cleaning the bathtub. | This will save the room attendant's back. Some hotels provide foam pads for this purpose. This also puts the room attendant in a better position to reach the sides and bottom of the bathtub.  |

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