

Housekeeping Inventory

Including the bed, wardrobe, room amenities, tea, coffee, minibar and the bathroom

Bed	Meet	Below	N/A
1 Single beds are prepared with 2 standard pillows			
2 Queen beds are prepared with 4 standard pillows			
3 King beds are prepared with 6 standard pillows or 4 large pillows			
4 Mattress protector and topper on all beds			
5 Bed linen includes a base sheet, pillow cases and duvet cover			
6 Decorative blankets are placed diagonally over the left corner of the foot of the beds in Superior rooms and above			
7 Each bed type set up with the appropriate set of decorative cushion at its head:			
• Classic Single			
• Classic Double			
• Classic Twin			
• Classic King			
• Classic Family			
• Superior Double			
• Superior Twin			
• Superior King			
• Deluxe Twin			
• Deluxe King			
• Studio Suite and Apartments			
8 Bed linen changed every other day for stay over guests and changed after every departure			
9 All bed accessories to be clean and undamaged			

The Room - Housekeeping Inventory

Wardrobe		Meet	Below	N/A
10	6 coat hangers including 2 x clip coat hangers			
11	Iron and ironing board			
12	Laundry bag and laundry menu, clipped to one of the clip coat hangers			
13	Laptop suitable safe			
14	Hairdryer			
15	2 bathrobes and slippers in Superior rooms and Suites only			
16	Foldable luggage rack in the wardrobe or luggage rack in the room			
Amenities		Meet	Below	N/A
17	The Clermont Sleep card, placed on the left hand bedside table			
18	Telephone and working TV remote placed on the right hand bedside table			
19	Bin with plastic bin liner (neatly inside the bin)			
20	Superior rooms and suites have a minimum of one living plant			
21	A selection of brand approved books on coffee tables, in Superior and Suites only			
22	The Clermont information leaflet placed on the desk			
Notices in Room		Meet	Below	N/A
23	A 'Please clean' or 'Do Not Disturb' sliding panel outside the bedroom door			
24	Fire evacuation notice on the back of the main door			
25	Air-con instructions, where applicable			

The Room - Housekeeping Inventory

Tea, Coffee and Mini Bar		Meet	Below	N/A
26	Kettle			
27	Nespresso machine			
28	Air-con instructions, where applicable			
29	Displayed in glass container there should be:			
	• 4 Nespresso pods (one decaf)			
	• 8 envelope tea bags (two of each of English Breakfast, Earl Grey, Chamomile and Mint)			
	• 2 Hot chocolate sachets			
	• 4 white sugar sticks			
	• 4 brown sugar sticks			
	• 4 sweeteners			
30	Displayed in a small glass jar should be:			
	• Biscuit and sweet spec align to brand standards			
	• 2 matching mugs			
	• 2 matching espresso cups on saucers			
	• 2 matching teaspoons			
31	Included in  rooms should also be:			
	• 2 matching highball glasses in all rooms			
	• 2 matching wine glasses in superior rooms and suites			
32	Displayed in every minibar should be:			
	• 1 bottle of mineral water and 1 bottle of sparkling water			
33	Included in  rooms should also be:			
	• Classic			
	• Superior			
	• Deluxe			
	• Studio			

The Room - Housekeeping Inventory

Bathroom		Meet	Below	N/A
34	Bath sheet for every guest, with a minimum of 2			
35	Hand towel for every guest, with a minimum of 3			
36	1 bath mat			
37	2 water glasses placed by the sink			
38	1 shower cap placed by the sink			
39	Pedal bin with bin liner			
40	Towel hooks			
41	Shaving mirror			
42	Shampoo, shower gel and conditioner provided in pumps, refilled when less than two-thirds full			
43	A hand soap pump is provided by the sink			
44	A hand lotion pump is provided by the sink in Suites only			
45	2 rolls of toilet paper (one new and one not less than 50% full)			
46	1 box of sanitary bags in a wall mounted holder			
47	Branded collateral informing our guests about our towel and bath mat policy			
Additional amenities (available on request)		Meet	Below	N/A
48	Toothbrush and toothpaste			
49	Razor and shaving foam			
50	Shoe shine kit			
51	Ear plugs and sleep mask			
52	Make up removal flannel			
53	Sanitary packs			