

Saturday:

- check which rooms will be stayed in: change pillowcases only
- check early arrivals for Sunday
- check which rooms will not be occupied again: no water (chocolate?)
- bring respective numbers of bath bags, soap, shampoo, chocolate, loo paper, to laundry, stack per room
- prepare stacks of towels per room in laundry
- prepare stacks of bed linen per room in laundry

Sunday:

- start with rooms already left and/or will be occupied early
- start with groups of rooms on one floor and batch:
- batch 1: bring stacks to rooms
- batch 2: remove pillowcases and bedsheets (where appl.) and launder (mashine A, kitchen, ground floor)
- batch 3: remove towels and wipe shower screen with one of them, take to launder (mashine B, laundry, 2nd floor)
- batch 4: remove all waste from the rooms & bathrooms, recycle bath bags where possible
- batch 5/batch 6/batch 7: possible in parallel, but work together on batch 5: change the linens & make the beds, batch 6: clean the bathrooms, batch 7: wipe the room surfaces and dust the balconies & doors
- batch 8: broom all rooms
- batch 9: wipe all rooms
- batch 10: fold the towels
- batch 11: put water & chocolate

throughout: check laundry progress and hang up folded for easier ironing, sort while hanging up according to size