

Safety and Sanitation Guidelines (Key)

List procedures for each box in each section.

Guest Safety and Sanitation Basics

Safety	Liability Limits	Key Control Procedures	Health Inspections	Cleaning and Sanitizing	Sanitizing Guest Rooms
<p>Guests expect:</p> <p>Food to be wholesome and safe</p> <p>Personal belongings to be safe</p> <p>Equipment to be in safe working order</p> <p>Hospitality businesses to be prepared for accidents and emergencies</p>	<p>Depends on the situation</p> <p>Safe deposit boxes available</p> <p>Innkeeper's Laws</p> <p>Limits the amount of money a hotel must pay a guest</p>	<p>Systems:</p> <p>Hard key</p> <p>Electronic key</p> <p>Key card</p> <p>Size of a credit card</p> <p>Made of:</p> <p>Plastic</p> <p>Metal</p>	<p>Conducted regularly by local health department</p> <p>Inspections include:</p> <p>Kitchen</p> <p>Storage</p> <p>Bar</p> <p>Restaurant areas</p>	<p>Cleaning removes food and dirt from surface</p> <p>Sanitizing reduces pathogens on a surface to safe levels</p>	<p>Bathrooms</p> <p>Sink</p> <p>Toilet</p> <p>Tub</p> <p>floor</p> <p>Linens</p> <p>Sheets</p> <p>Pillowcases</p> <p>Pillow protectors</p> <p>Towels</p> <p>Washcloths</p>

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Emergency Situations

Emergencies	Safety Guidelines	Fire Extinguisher	First Aid and CPR	Threats
<p>Emergency Action Plan</p> <p style="text-align: center;">Fire</p> <p>Natural disasters</p> <p>Medical emergencies</p> <p>Industrial accidents</p> <p>Civil disturbances</p>	<p>Be sure to locate:</p> <p>Potential dangers</p> <p>Emergency exits and routes</p> <p>Handwashing stations</p> <p>First aid kits</p> <p>MSDS information</p>	<p>Know how fire extinguishers are classified</p> <p>Inspect the fire extinguisher</p> <p>Decide if you will evacuate or stay and fight</p> <p>Remember the acronym PASS</p> <p style="text-align: center;">Pull the pin</p> <p>Aim at the base of the fire</p> <p>Squeeze the lever</p> <p>Sweep back and forth</p>	<p>Examine the victim</p> <p>Determine what is wrong</p> <p>Choose an appropriate treatment</p> <p>Carry out that treatment</p>	<p>People</p> <p>Hazards and accidents</p> <p>Natural disasters</p>

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Equipment Safety and Maintenance

Engineering

Concerned with keeping all equipment in good working order

Provides preventive maintenance for:

Kitchen equipment

Laundry equipment

Safety

Equipment in restaurants and hotels is potentially hazardous

Engineering is charged with:

Preventing disasters

Minor repairs

Replacement of unsafe equipment