



## 5. HouseKeeping (+)



Módulos 1.1.0.0.1.1 Main menu / 5. HouseKeeping functions User: adminc1

29/01/2019 13:00:27

GRAN HOTEL EJ.CIUDAD

5. HouseKeeping functions

1	Update Rooms Clean Status
2	View Rooms Status
3	Housekeeping Manager Report
4	Block/Unblock rooms
5	Initialize Room Status
6	Room Maid Control
7	Cleaning Schedule
8	Rooms Planning
9	Room Changes Report

A	Auto Assign Room Maids
B	Manual Assign Room Maids
C	Room Maids Visual Planning
D	Cleaning Journal Report
E	Empty Rooms By Date
F	Visual Rack Maids
G	Forgotten Objects
H	Maids Productivity
I	

Change Main menu



## 5. HouseKeeping (+)

### 5.A. Automatic allocation of Maids



Assignment of rooms to the different Kellys. Immediate location of cleaner. Control of cleaning times.

In all the Hotels, it is very important the planning of the works of Cleaning of Rooms on the part of the Governor and especially when we speak of hotels with a certain number of rooms/Apartments. The Director of Operations of a hotel told us that this planning work was never less than 2 hours a day, this has led us in Class One to go a step further to solve and interpret this problem.

We have created an automatic formulation to generate the average daily cleaning times of the rooms based on certain parameters.

The parameters we have considered are: Type of Room/Apartment, People occupying the room, if appropriate with the changes of sheets and / or towels, if you have to perform other services scheduled for that day (cleaning Windows, Change of Bathrobes, ...), if the room is Check-Out, Maximum time per cleaner, ...

When proceeding to the automatic distribution of the work to be done during the day, we give Seven Stars the "kellys" that are going to carry out the cleaning and it sets us some equal distribution guidelines per cleaner, assigning the rooms to be cleaned to each one of them. The governor can modify this manual assignment, making the changes it deems appropriate.

Once proceeded to the different assignments, each "Kelly" will access with his tablets to the Rooms to clean, having in first place those rooms that being of exit, already has been done the check-out (every time that a check-out is made, it will be updated instantaneously in the tablet corresponding to his cleaner).

Real example Minute (times are expressed in minutes)

<b>Studio 2 pax</b>	<b>15</b>	<b>1 Bedroom Apartment 2 pax</b>	<b>15</b>	<b>Prime Sea View 3 pax</b>	<b>18</b>
<b>Studio 2 pax + Sheets towels</b>	<b>18</b>	<b>1 Bedroom Apartment 2 pax + Sheets towels</b>	<b>18</b>	<b>Prime Sea View 3 pax + Sheets towels</b>	<b>21</b>
<b>Studio 4 pax</b>	<b>18</b>	<b>1 Bedroom Apartment 4 pax</b>	<b>18</b>	<b>Prime Sea View 5 pax</b>	<b>21</b>
<b>Studio 4 pax + Sheets towels</b>	<b>24</b>	<b>1 Bedroom Apartment 4 pax + Sheets towels</b>	<b>24</b>	<b>Prime Sea View 5 pax + Sheets towels</b>	<b>27</b>
<b>Studio 2 pax + Check-Out</b>	<b>45</b>	<b>1 Bedroom Apartment 2 pax + Check-Out</b>	<b>48</b>	<b>Prime Sea View 3 pax + Check-Out</b>	<b>49,25</b>
<b>Studio 4 pax + Check-Out</b>	<b>58</b>	<b>1 Bedroom Apartment 4 pax + Check-Out</b>	<b>62</b>	<b>Prime Sea View 5 pax + Check-Out</b>	<b>60,75</b>
				<b>Prime Sea View 5 pax + Window cleaning</b>	<b>80</b>



## 5. HouseKeeping (+)

### 5.A. Automatic allocation of Maids

Class One

<p>Sábanas : Tiempo medio limpieza (min) <input type="text" value="2"/></p> <p>Toallas : Tiempo medio limpieza (min) <input type="text" value="2"/></p>	<p>Tiempo Max. Camarera y día <input type="text" value="450"/></p> <p>% de desviación <input type="text" value="10"/></p> <p>Caracteres por planta <input type="text" value="2"/></p>
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Average time spent changing sheets and towels, expressed in MINUTES

Maximum time a cleaner can work. Expressed in MINUTES

% of deviation in the maximum times that a cleaner can work. It can be negative.

### Parameters for use of automatic programming of room cleaning deliveries

<p>APAR-2174</p> <p>DD-DOS DORMITORIOS</p> <p>ED-DOS CAMAS ESTANDAR</p> <p>EF-JUNIOR SUITE FAMILIAR</p> <p>JS-JUNIOR SUITE</p> <p>SD-DOS CAMAS SUPERIOR</p>	<p>Tiempo de limpieza (min)</p> <p><input type="text" value="10"/></p> <p><input type="text" value="12"/></p> <p><input type="text" value="12"/></p> <p><input type="text" value="12"/></p> <p><input type="text" value="12"/></p> <p><input type="text" value="15"/></p>	<p>Tiempo limpieza salidas (min)</p> <p><input type="text" value="5"/></p> <p><input type="text" value="5"/></p> <p><input type="text" value="5"/></p> <p><input type="text" value="5"/></p> <p><input type="text" value="5"/></p> <p><input type="text" value="7"/></p>	<p>Tiempo limpieza por pax (min)</p> <p><input type="text" value="5"/></p> <p><input type="text" value="5"/></p> <p><input type="text" value="5"/></p> <p><input type="text" value="5"/></p> <p><input type="text" value="5"/></p> <p><input type="text" value="7"/></p>
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Types of Rooms in the HOTEL

Average cleaning time for each type of room. Expressed in MINUTES

Increase of the CLEANING time, when this room is DEPARTURE.

Increase of CLEANING time, per person occupying the room.

Guardar



## 5. HouseKeeping (+)

### 5.A. Automatic allocation of Maids



Maids Forecast: According to the previous parameters, it will tell us how many maids we need for a specific day.

Main menu / HouseKeeping functions / 5.A. Auto Assign Room Maids User: admin1

Assign Maids

Date: 17/03/2019

Include Blocked ☐

Select all

☐ JUANA ESTEVEZ ☐ JUANITA ☐ ANTONIA JIMENEZ ☐ PANCHITA

☐ JULIA LA PEQUEÑA ☐ JULIA LA MEDIANA ☐ JULIA LA GRANDE ☐ LOLA VILLALVA

Maids Preview

Main menu / HouseKeeping functions / 5.A. Auto Assign Room Maids User: admin1

Forecast ...: 15.53 Maids

Select all

☐ JUANA ESTEVEZ ☐ JUANITA ☐ ANTONIA JIMENEZ ☐ PANCHITA

☐ JULIA LA PEQUEÑA ☐ JULIA LA MEDIANA ☐ JULIA LA GRANDE ☐ LOLA VILLALVA

Maids Preview



## 5. HouseKeeping (+)

### 5.A. Automatic allocation of Maids



According to the previous parameters giving you the cleaners that are going to proceed to the cleaning that day in concrete, it gives us automatically the distribution of the rooms to clean for each cleaner.

Main menu / HouseKeeping functions / 5.A. Auto Assign Room Maids

User: admin1

Assign Maids

Date17/03/2019

Maids Provision

Include Blocked

☐

Select all

☒

☒ JUANA ESTEVEZ

☒ JUANITA

☒ ANTONIA JIMENEZ

☒ PANCHITA

☒ JULIA LA PEQUEÑA

☒ JULIA LA MEDIANA

☒ JULIA LA GRANDE

☒ LOLA VILLALVA

Code	Short name	Name	Num. Rooms	Cleaning Time (min)
10	JUANA	JUANA ESTEVEZ	43	937
11	JUANI	JUANITA	29	946
12	ANTONIA	ANTONIA JIMENEZ	33	950
13	PANCHI	PANCHITA	38	962
14	JULIA	JULIA LA PEQUEÑA	35	989
15	JULIA2	JULIA LA MEDIANA	22	970
16	JULIA3	JULIA LA GRANDE	25	968
18	LOLA	LOLA VILLALVA	18	732



# 5. HouseKeeping (+)

## 5.B. Manual Room allocation to Maids



Main menu / HouseKeeping functions / 5.B. Manual Assign Room Maids User: admin1

Maid from:   
Maid to:   
Date: 17/03/2019

# Room	Room type	Services	Maid	Pax	AESC	VIP	Guest name	Country	Check in date	Check out date
14C	D		11	2	C	0				
12B	A	ST	11	2	C	0		DEU	2019-02-25	2019-03-25
19C	C		12	2	C	0		DEU	2019-02-28	2019-03-28
22A	E		12	3	C	0		DEU	2019-03-07	2019-03-21
25D	E		13	4	C	0		DEU	2019-03-14	2019-03-28
22C	E	1/2/ST	12	4	C	0		DEU	2019-03-09	2019-03-19
15C	A		11							
41A	A	1/2/ST	15	3	C	1		DEU	2019-03-09	2019-03-23
39A	B		15	3	C					
14B	D		11							
37A	A		14	1	C	1		DEU	2019-03-14	2019-03-23
37B	A		14	3	C	0		DEU	2019-03-11	2019-03-18
29E	B		13	2	C	0		DEU	2019-03-14	2019-03-21
30F	A		14	2	C	0		DEU	2019-03-04	2019-03-18
10F	A		11	2	C	1		DEU	2019-03-04	2019-03-18
48E	A		18	2	C					
38A	A		13	2	C	0		DEU	2019-03-04	2019-03-21
44D	A		16	2	C	0		DEU	2019-03-04	2019-03-20
RM15	A		18							
17F	C		12	2	C	0		DEU	2019-03-11	2019-03-18

Maid	Room	Adults	Children	Cribs	Pax In	Room In	Pax Out	Room Out	Minutes
10	43	62	8	7	0	0	0	0	937
11	29	28	5	4	0	0	0	0	946
12	33	26	16	5	0	0	0	0	950
13	36	42	14	7	0	0	0	0	962
14	35	36	9	4	0	0	0	0	968
15	22	11	2	1	0	0	0	0	978
16	25	22	0	1	0	0	0	0	968
18	18	16	1	0	0	0	0	0	732

Editar

Habitaciones : 1008,1014,1015,1016,1017,1018,1019,1020

Camarera:

- 1000 - Paquita
- 1001 - Juana Perez
- 1002 - Edelmita
- 1003 - Antonia
- 1004 - Anti
- 1005 - Julia
- 1006 - Julia La Pequeña
- 1007 - Julia la Grande
- 1008 - Julia Mediana
- 1010 - Julia Andres

Using CTRL and Shift, we will be able to select those rooms that we want to reassign to other maids.

Pressing Assign, we will reassign another cleaner.

Menú Principal / Funciones Housekeeping

Núm. hab.	Servicios	Camarera	Pax	AESC	VIP	Nombre huésped	Pais	Fecha entrada	F. s.
1001	ST	1001	2	C	0	J	ESP	2018-08-10	
1002	ST	1001	4	C	1	C	ESP	2018-08-06	
1003	ST	1000	2	C	0	J	ESP	2018-08-10	
1004		1000	3	C	0	C	ESP	2018-08-05	
1005	ST	1000	2	C	1	T	USA	2018-08-10	
1006	ST	1000	2	C	1	T	USA	2018-08-10	
1007	ST	1000	2	C	0	J	ESP	2018-08-10	
1008	ST	1010	2	C	1	T	USA	2018-08-10	
1009	ST	1010	2	C	1	T	USA	2018-08-10	
1010	ST	1010	3	C	1	T	USA	2018-08-10	
1011	ST	1010	2	C	1	T	USA	2018-08-10	
1012	ST	1000	3	C	0	J	ESP	2018-08-10	
1013	ST	1000	2	C	1	T	USA	2018-08-10	
1014	ST	1001	3	C	1	T	USA	2018-08-10	
1015		1001	2	C	0	M	ESP	2018-08-05	
1016	ST	1001	2	C	1	T	USA	2018-08-10	
1017	ST	1001	2	C	1	T	USA	2018-08-10	
1018		1001	4	C	1	E	ITA	2018-08-05	
1019	ST	1001	2	C	1	T	USA	2018-08-10	
1020	ST	1001	2	C	1	T	USA	2018-08-10	
1021	ST	1001	2	C	1	T	USA	2018-08-10	
1001		1001	2	C	0	A	ARG	2018-08-10	
1001		1001	2	C	1	H	ESP	2018-08-07	
1001		1001	4	C	1	S	ESP	2018-08-06	
1001		1001	3	C	1	H	ESP	2018-08-07	
1001		1001	1	C	1	T	BRA	2018-08-10	
1001		1001	2	C	1	T	USA	2018-08-10	
1028		1002	4	C	1	O	ESP	2018-08-07	
1029	ST	1002	2	C	1	E	ESP	2018-08-06	
1030	ST	1002	2	C	0	L	ESP	2018-08-06	
1101	ST	1002	4	C	0	C	ESP	2018-08-06	
1102	ST	1002	2	C	1	T	USA	2018-08-10	
1103		1002	4	C	0	C	ESP	2018-08-07	
1104	ST	1002	1	C	1	T	USA	2018-08-10	

100

Asignar



## 5. HouseKeeping (+)



Main menu / HouseKeeping functions / 5.C. Room Maids Visual Planning User: admin1

Date: 17/03/2019

# Room from:

# Room to:

Maid from:

Maid to:

☒ Divide by Floors

Legend:

- 10 (Grey)
- 11 (Light Blue)
- 12 (Green)
- 13 (Purple)
- 14 (Yellow)
- 15 (Orange)
- 16 (Blue)
- 18 (Light Green)
- Unassigned Room (White)

Rooms

01F

02A 02B 02D 02E 02F

03A 03B 03C 03E 03F

04A 04B 04D 04E 04F

05A 05B 05C 05D 05E 05F

06B 06E 06F

07C 07D

08A 08B 08C 08D 08F

09A 09B 09C 09D 09E 09F

10A 10B 10C 10D 10E 10F

11A 11B 11C 11D 11E 11F

12A 12B 12C 12D 12E

13A 13B 13E 13F

14A 14B 14C 14D

15A 15B 15C 15D 15F

16A 16B 16E

17A 17B 17C 17D 17F

18A 18B 18C 18D 18E 18F

19A 19B 19C 19D 19E 19F

20A 20B 20C 20D 20E 20F

5.C. Room Maids Visual Planning



# 5. HouseKeeping (+)



Main menu / HouseKeeping functions / 5.D. Cleaning Journal Report User: admin1

Date from: 17/03/2019

Date	# Room	Maid	Service	Bed sheets	Towels	Name	Check in date	Check out date
2019-03-17	01F	10	-			ARFEND ANDREAS	2019-03-16 12:00	19/03/2019 00:00
2019-03-17	02A	10	-	✓	✓		-	-
2019-03-17	02B	10	-				-	-
2019-03-17	02D	10	-			TH	2019-03-14 17:28	23/03/2019 14:10
2019-03-17	02E	10	-			TU	2019-03-14 18:17	21/03/2019 18:10
2019-03-17	02F	10	-	✓	✓		-	-
2019-03-17	03A	10	-			LA	2019-03-09 22:02	18/03/2019 00:00
2019-03-17	03B	10	-			TU	2019-03-14 17:32	21/03/2019 14:00
2019-03-17	03C	10	-			AL	2019-03-12 18:05	19/03/2019 10:55
2019-03-17	03E	10	-			ME	2019-03-12 18:10	19/03/2019 15:15
2019-03-17	03F	10	-			TU	2019-03-14 18:18	21/03/2019 17:40
2019-03-17	04A	10	-			TH	2019-03-15 20:27	28/03/2019 12:50
2019-03-17	04B	10	-			TU	2019-03-05 20:07	19/03/2019 14:00
2019-03-17	04D	10	-			AL	2019-03-12 18:05	21/03/2019 14:00
2019-03-17	04E	10	-			TC	2019-03-15 20:29	20/03/2019 00:00
2019-03-17	04F	10	-			TU	2019-03-12 18:35	25/03/2019 11:20
2019-03-17	05A	10	-			MR	2019-03-14 17:27	21/03/2019 12:00
2019-03-17	05B	10	-			ME	2019-03-14 17:20	21/03/2019 00:00
2019-03-17	05C	10	-			TH	2019-03-12 19:10	19/03/2019 18:05
2019-03-17	05D	10	-			WA	2019-03-14 17:17	28/03/2019 00:00
2019-03-17	05E	10	-			ME	2019-03-14 17:54	28/03/2019 13:35
2019-03-17	05F	10	-			TU		
2019-03-17	06B	10	-			TH		
2019-03-17	06E	10	-			TU		
2019-03-17	06F	10	-			ME		
2019-03-17	07C	10	-			ME		
2019-03-17	07D	10	-			ME		
2019-03-17	08A	10	-			TU		
2019-03-17	08B	10	-			TU		
2019-03-17	08C	10	-			TU		
2019-03-17	08D	10	-			TU		
2019-03-17	08F	10	-			WA		
2019-03-17	09A	10	-			ME		
2019-03-17	09B	10	-	✓	✓			
2019-03-17	09C	10	-			TH		
2019-03-17	09D	10	-			TU		
2019-03-17	09E	10	-			TH		

## 5.A. Unoccupied Rooms by Days

Main menu / HouseKeeping functions / 5.E. Empty Rooms By Date User: admin1

Empty Rooms By Date: From 7 Days

Date Occupancy	Num. Room	Days	
01/01/2015	07A	1535	
01/01/2015	07B	1535	
02/01/2015	01C	1534	
02/01/2015	01D	1534	
02/01/2015	01E	1534	PH
02/01/2015	02F	1534	
02/01/2015	44F	1534	
04/01/2015	33A	1532	LA
04/01/2015	36F	1532	
04/01/2015	49D	1532	ONE
05/01/2015	01A	1531	
05/01/2015	02B	1531	
06/01/2015	01B	1530	
08/01/2015	49A	1528	
08/01/2015	49B	1528	
10/01/2015	02C	1528	
21/01/2015	49C	1515	ANN JAKOB

## 5.D. Historical Room Cleaning





## 5. HouseKeeping (+)



### 5.H. Cleaners Productivity

Main menu / HouseKeeping functions / 5.H. Maids Productivity User: admin1

Date from: 17/03/2019 | Date to: 17/03/2019

Maid	Rooms	estimated time	real time	Dif	avg estimated time	avg real time	Pax	Children	Cribs	Rooms out	Pax out
18-LOLA	0	732	0.00	-732.00	0	0	0	0	0	0	0
10-JUANA	0	937	0.00	-937.00	0	0	0	0	0	0	0
12-ANTONIA	0	950	0.00	-950.00	0	0	0	0	0	0	0
15-JULIA2	0	970	0.00	-970.00	0	0	0	0	0	0	0
11-JUANI	0	946	0.00	-946.00	0	0	0	0	0	0	0
13-PANCHI	0	962	0.00	-962.00	0	0	0	0	0	0	0
16-JULIA3	0	968	0.00	-968.00	0	0	0	0	0	0	0
14-JULIA	0	989	0.00	-989.00	0	0	0	0	0	0	0
Total...: 8	0	7454	0	-7454	0	0	0	0	0	0	0

Number of cleaned Rooms

Time **estimated** in Minutes

Real-time in Minutes

Average time **estimated** by Room

Real average time for Room