

WORK INSTRUCTION			
Rooms and Facilities Services – PREPARATION OF FUNCTIONS ROOMS			
Code : DAP-RFS-WI-03	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 2

1.0 PURPOSE. To document work instruction for the registration of functions room for guidance of Room and Facilities Services (RFS) staff.

2.0 SCOPE

2.1 This work instruction is used for the routine preparation of function rooms in preparation for the use of client/group.

3.0 DEFINITION OF TERMS

3.1 **Maintenance Order** – Guides the RFS staff on the incoming group or individual on their room and/or cottage reservations for the week. This serves as basis of the RFS Supervisor in the preparation of the Daily Routine Form.

3.2 **Group/Client Program Activities** – indicates the daily schedule (includes the date and time, number and particular rooms) of room cleaning and other special assignment. Data includes the following date, time, number and type of rooms to be cleaned and the assigned roomboy/chambermaid.

4.0 DETAILS

Item No.	Activity	Responsibility	Interface
4.1	Checking of Function Room Requirements a. Reviews requirements of guest/groups as indicated in the Reservation Sheet endorsed by FMSO Reservation Officer.	Front Office Desk Clerk Public Area Supervisor	Reservation Sheet and Checklist Group/Client Program of Activities
4.2	Checking of Room Status (First Look) a. Checks if the following are functioning; <ul style="list-style-type: none"> <input type="checkbox"/> Air-condition <input type="checkbox"/> Electrical outlets <input type="checkbox"/> Lightings 	Public Area Staff	Function Room Checklist Form Maintenance Order

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	<ul style="list-style-type: none"> b. Checks availability of the following furniture and amenities <ul style="list-style-type: none"> <input type="checkbox"/> Whiteboard <input type="checkbox"/> Whiteboard markers <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Philippine flag (as necessary) c. Reports any problems or defects to RFS Supervisor/Manager for issuance of Maintenance Order to EMS. 		
4.3	Cleaning and Arrangement of Rooms a. Ensures that the following activities are done: <ul style="list-style-type: none"> a. Sweeping b. Dusting c. Soap Mopping 	Roomboy/ Chambermaid	Room/ Cottage Checklist Form Room Standards
4.4	Checking of Rooms (Last look) <ul style="list-style-type: none"> a. Ensures the cleanliness of rooms; b. Ensures the completeness and proper placement of amenities ; c. Sprays air-freshener before closing the door; d. Sprays insecticide (optional, usually a day before arrival of guest) 	Roomboy/ Chambermaid RFS Supervisor	Room/ Cottage Checklist Form