



# EL ARABY GROUP

Facility Management

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Our skilled workforce team for workplace housekeeping comprises experienced professionals dedicated to delivering exceptional cleanliness and organization.

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Our comprehensive range of tools and equipment enables us to tackle diverse cleaning challenges and maintain the highest standards of cleanliness in your facility.

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## CHEMICALS

Our carefully selected cleaning agents effectively remove dirt, grime, and bacteria while minimizing any potential harm to surfaces and occupants.

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Our training program equips our housekeeping team with the necessary skills and knowledge to deliver top-notch services.

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## QUALITY ASSURANCE

Our quality assurance measures ensure that every aspect of our housekeeping services meets the highest standards. Through regular inspections, performance evaluations, and customer feedback, we maintain strict quality control



# ELARABY GROUP

## Your Trusted Partner in Workplace Housekeeping Solutions

At ElAraby Group, we specialize in providing exceptional facility management services with a primary focus on workplace housekeeping. With our comprehensive range of services and dedicated team, we strive to create clean, safe, and well-maintained work environments that enhance productivity and employee satisfaction.

Our skilled workforce, equipped with advanced tools and environmentally-friendly cleaning agents, ensures meticulous attention to detail in every aspect of housekeeping. From routine cleaning and maintenance to specialized tasks, our team is trained to deliver outstanding results tailored to your facility's unique requirements.

With ElAraby Group, you can expect a seamless and efficient housekeeping operation. We combine industry expertise with cutting-edge technology to optimize resource allocation, streamline workflows, and deliver cost-effective solutions. Our commitment to sustainability drives us to implement eco-friendly practices, minimizing the environmental impact of our operations.



# WORKPLACE HOUSEKEEPING BASIC GUIDE



## WHAT ARE THE BENEFITS OF GOOD HOUSEKEEPING PRACTICES?

By implementing and maintaining good housekeeping practices, organizations can create a safer, more productive, and professional work environment while reducing risks, improving employee well-being, and enhancing their overall image and reputation.

## HOW DO WE IMPLEMENT TECHNOLOGY INTO WORKPLACE HOUSEKEEPING PRACTICES?

It's important to assess the specific needs and challenges of your workplace and select technologies that align with your goals. Incorporating technology into housekeeping practices can streamline operations, improve efficiency, enhance communication, and ultimately contribute to a cleaner, safer, and more sustainable work environment.

## WHY SHOULD WE PAY ATTENTION TO HOUSEKEEPING AT WORK?

Paying attention to housekeeping at work has wide-ranging benefits, including improved employee health and safety, increased productivity, a positive company image, enhanced employee morale, regulatory compliance, asset protection, and optimal space utilization. Investing in housekeeping efforts demonstrates your commitment to providing a conducive and professional work environment, leading to greater success and satisfaction for your organization.

## WHY IS WORKPLACE IS IMPORTANT FOR EMPLOYEE SAFETY?

Workplace housekeeping is essential for employee safety as it reduces the risk of accidents, minimizes exposure to hazards, improves emergency response, promotes ergonomic practices, prevents fires, enhances equipment safety, and ensures the effectiveness of personal protective equipment. It creates a safer work environment, protects employee well-being, and contributes to a culture of safety in the organization.

# HOW DO I PLAN A GOOD HOUSEKEEPING PROGRAM?

- 1. Assess Your Workplace:** Start by conducting a thorough assessment of your workplace to identify housekeeping needs, potential hazards, and areas requiring improvement. Evaluate different work areas, high-traffic zones, storage areas, and specific cleaning requirements.
- 2. Set Clear Objectives:** Define the objectives of your housekeeping program. Consider factors such as safety, cleanliness, organization, compliance, and employee satisfaction. Ensure that your objectives align with company policies, industry standards, and regulatory requirements.
- 3. Develop Policies and Procedures:** Establish clear policies and procedures that outline housekeeping standards, expectations, and responsibilities. Include guidelines for cleaning frequencies, waste management, storage practices, equipment maintenance, and reporting procedures.
- 4. Establish Cleaning Schedules:** Develop a comprehensive cleaning schedule that outlines when and how different cleaning tasks should be performed. Consider the frequency of cleaning, specific areas, and the use of specialized cleaning techniques or equipment as needed.
- 5. Provide Training and Education:** Ensure that all employees receive proper training on housekeeping procedures, safety protocols, and the correct use of cleaning products and equipment. Offer ongoing education to keep employees updated on best practices and new technologies.
- 6. Procure Necessary Equipment and Supplies:** Determine the cleaning equipment, tools, and supplies required for your housekeeping program. Ensure that you have adequate resources and that they meet quality standards. Consider environmental factors and sustainability when selecting products.
- 7. Implement Inspection and Monitoring Systems:** Establish processes for regular inspections and monitoring of housekeeping activities. Conduct routine inspections to evaluate compliance with standards, identify areas for improvement, and address any issues promptly.
- 8. Encourage Employee Engagement:** Foster a culture of cleanliness and responsibility among employees. Encourage them to actively participate in maintaining a clean and safe workplace. Recognize and reward employees who consistently contribute to the success of the housekeeping program.
- 9. Continuous Improvement:** Regularly review and evaluate the effectiveness of your housekeeping program. Seek feedback from employees, monitor key performance indicators, and make necessary adjustments and improvements to enhance efficiency, safety, and employee satisfaction.



## WORKPLACE HOUSEKEEPING BASIC GUIDE

# 02



## WORKFORCE

our workforce is the driving force behind our success in delivering exceptional workplace housekeeping services. They are skilled, dedicated, and committed individuals who work together to create clean, safe, and welcoming environments for our clients.





## TOOLS

We recognize the importance of utilizing the right tools and equipment to deliver top-quality workplace housekeeping services. We employ a range of industry-leading tools and equipment that are specifically designed to ensure efficient and effective cleaning processes.

### TROLLEY

Used to carry the cleaning accessories such as sprays, cleaning scrub, water and disinfectants.

### MOPS & BUCKETS

Designed for different floor types and cleaning requirements, from traditional cotton mops to microfiber flat mops, we ensure that the right tools are used to achieve optimal cleaning results.

### MICROFIBER CLEANING CLOTHS

Microfiber cloths are highly effective in capturing and trapping dust particles, providing superior cleaning results



## VACUUM CLEANER

We utilize advanced vacuum cleaners equipped with powerful suction and filtration systems. These machines efficiently remove dust, dirt, and allergens from carpets, upholstery, and hard floors, leaving them clean and fresh.

## SINGLE DISC MACHINE

The single disc machine is a versatile and powerful tool used in workplace housekeeping. It is a motorized floor cleaning machine that is designed to perform a range of cleaning tasks efficiently.



## AUTOMATIC FLOOR SCRUBBER

An automatic floor scrubber is an advanced cleaning machine specifically designed for large-scale floor cleaning in commercial and industrial settings.








We prioritize the use of safe and effective cleaning agents to ensure a clean and healthy workplace environment. We carefully select cleaning agents that are specifically formulated for different surfaces and cleaning requirements.

Here are some of the cleaning agents we commonly use.



**Multi-Surface Cleaners:** These versatile cleaning agents are designed to clean a variety of surfaces such as floors, countertops, and fixtures. They effectively remove dirt, grease, and stains without damaging the surface.



### Safety Data Sheet

**TASKI ROOM CARE R4** Version: 01.0

Revision: 2019-05-30

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**SECTION 1: Identification of the substance/mixture and supplier**

**1.1 Product identifier**  
Product name: TASKI ROOM CARE R4

**1.2 Recommended use and restrictions on use**  
Identified uses:  
Furniture polish  
Restrictions of use:  
Uses other than those identified are not recommended.

**1.3 Details of the supplier**  
DIVERSEY NEW ZEALAND LTD.  
24 Governors Street, Chelmsford, Auckland, 1002, New Zealand  
Telephone: (0064 9) 833 8111 (toll free)  
Fax: + 984 8 833 8000  
Website: www.diversey.com

**1.4 Emergency telephone number**  
Seek medical advice where the label or safety data sheet shows (where possible):  
Call 0800 24 124 124

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**SECTION 2: Hazards identification**

**2.1 Classification of the substance or mixture**

**HMPO Classification**  
S 12 - Irritant to the aquatic environment or an otherwise designed for biocidal action  
S 40 - Eco-tox to terrestrial invertebrates

**GHS Equivalent Classification**  
Acute Aquatic Toxicity, Category 3  
Terrestrial Invertebrates, Category 2

**2.2 Label elements**  
Hazard statements:  
H402 - Toxic to terrestrial invertebrates.  
H403 - Harmful to aquatic life.

**2.3 Other hazards**  
No other hazards known.

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**SECTION 3: Composition information on ingredients**

**3.1 Substances / Mixtures**


Ingredient	CAS number	EC number	Weight %
AMPHIPHILIC POLYMER	29892-81-7	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20
ANTHRAQUINONE	208-287-1	201-251-4	0.20

HMPO label: HMPO classification is for the mixture and not for the individual ingredients. HMPO classification is based on the mixture and not on the individual ingredients. HMPO classification is based on the mixture and not on the individual ingredients.

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**SECTION 4: First aid measures**

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### Safety Data Sheet

According to Regulation (EC) No. 1907/2006

**Room Care R6** Version: 01.1

Revision: 2022-09-07

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**SECTION 1: Identification of the substance/mixture and of the company/undertaking**

**1.1 Product identifier**  
Trade name: Room Care R6  
UP: HSDS-196700-170E

**1.2 Relevant identified uses of the substance or mixture and uses advised against**  
Product use: Room care  
Uses advised against:  
Do not use on marble or stone.  
Do not use on leather or other materials that are not recommended.

**1.3 Details of the supplier of the safety data sheet**  
Diversey Europe Operations BV, Maarssebroekwijk 2, 3842DN Utrecht, The Netherlands

**1.4 Emergency telephone number**  
Seek medical advice where the label or safety data sheet shows (where possible):  
For medical or environmental emergency only:  
call 0800 302 0180


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**SECTION 2: Hazards identification**

**2.1 Classification of the substance or mixture**

(Skin Irrit.) H315  
(Eye Irrit.) H332  
Aquatic Chronic 3 (H412)  
Mar. Cor. 1 (H400)

**2.2 Label elements**



**Signal word:** Warning

**Hazard statements:**  
H302 - Harmful to health.  
H332 - Irritant to eyes.  
H412 - Harmful to aquatic life with long lasting effects.

**Precautionary statements:**  
P201 - Read label before use and any exposed skin thoroughly after handling.

**2.3 Other hazards**  
No other hazards known.

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ElAraby Group takes immense pride in holding multiple **ISO certifications**, including **ISO 9001**, **ISO 14001**, and **ISO 45001**. These certifications reflect our commitment to excellence in quality management, environmental stewardship, and occupational health and safety. By holding these three **ISO certifications**, we exemplify our holistic approach to business operations. We integrate quality, environmental sustainability, and occupational health and safety into our everyday practices, driving continuous improvement and delivering value to our clients.



06

## TRAINING & HOUSEKEEPING WORKPLAN



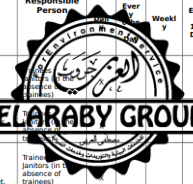


# TRAINING & HOUSEKEEPING WORKPLAN

## Housekeeping Work Plan:

- 1- Assessment and Customization:** Before initiating our housekeeping services, we conduct a thorough assessment of the client's workplace. This enables us to understand their specific needs, preferences, and any unique cleaning requirements.
- 2- Work Scope Definition:** Based on the assessment, we develop a detailed work scope that outlines the specific cleaning tasks, frequencies, and areas to be covered. This work scope serves as a blueprint for our housekeeping team, ensuring clarity and consistency in their work.
- 3- Task Allocation and Scheduling:** We carefully assign tasks to our team members, considering their skill sets and expertise. A well-defined schedule is created, clearly outlining the timing and duration of each task to ensure efficient resource allocation.
- 4- Supervision and Quality Checks:** Our dedicated supervisors regularly monitor the work progress and conduct quality checks to ensure adherence to our high standards. Any deviations or areas needing improvement are promptly addressed, ensuring consistent service quality.
- 5- Communication and Feedback:** We maintain open communication channels with our clients, allowing them to provide feedback, address concerns, and request any additional cleaning requirements. This enables us to continuously refine our work plan and deliver personalized services that meet their evolving needs.

By combining comprehensive training programs with a well-structured work plan, we ensure that our team is equipped with the necessary skills and resources to deliver outstanding workplace housekeeping services. Our commitment to ongoing training and meticulous work planning enables us to consistently exceed client expectations and create clean, safe, and welcoming work environments.

HOUSEKEEPING SCHEDULE							
Qualification	Food Processing NCII	Station/Bldg.	Food Processing				
Area/Section	Practical Work Area						
In-Charge	Deborah B. Moles						
Schedule for the month of April 2018							
ACTIVITIES	Responsible Person	Ever	Weekly	Ever 15 <sup>th</sup> Day	Monthly	Remarks	
1. Clean and maintain surroundings by sweeping.						Monday to Friday	
2. Clean and check equipment access from dust.						Monday to Friday	
3. See to it that working tables are clean and arranged according to floor plans shop lay-out. Check stability of chairs and tables.		Trainee janitors (in the absence of trainees)					Monday to Friday
4. Clean and check floor, walls, windows, ceilings <ul style="list-style-type: none"> <li>• graffiti/dust/trust</li> <li>• cobwebs and outdated/unnecessary objects/items</li> <li>• obstructions</li> <li>• any used materials/scrap (slugs, stubs) spilled liquid</li> <li>• open cracks (floor)</li> </ul>		Trainees / Janitors (in the absence of trainees)		X			Every Monday





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# QUALITY ASSURANCE

# QUALITY ASSURANCE



## STANDARDIZED PROCESSES

We follow standardized processes and procedures to maintain consistency and quality in our workplace housekeeping services.



## TRAINING & CERTIFICATION

Our staff undergoes comprehensive training and holds relevant certifications to ensure they possess the necessary skills and knowledge for high-quality service delivery.



## REGULAR INSPECTION

We conduct regular inspections to monitor and assess the quality of our housekeeping services, making any necessary improvements or adjustments.



## CUSTOMER FEEDBACK

We actively seek feedback from our clients to gauge their satisfaction and identify areas for improvement, ensuring we meet their expectations



## CONTINUOUS IMPROVEMENT

We have a culture of continuous improvement, consistently striving to enhance our services, incorporate industry best practices, and stay up to date with the latest advancements in workplace housekeeping.





القاهرة شيراتون 1 شارع الشهيد سيد زكريا - الدور الثاني



# THANKS

Does anyone have any questions?  
Contact Us

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