

ANEMELIA HOTEL SERVICES MANUAL

With the opening of the hotel early in the morning, the breakfast area is formed and shaped according to how many people have stated that they will have breakfast and according to the preferences of the customers and the space they choose to have their breakfast in, apartment or reception.

The cleaning of communal areas begins from the communal toilets at the reception and we continue towards the garden space. The garbage is separated accordingly and placed in garbage bags ready for collection. The chairs and tables of the garden are being put in their correct area in case where they have been moved overnight. In general, the furniture of the garden is being taken care of (cleaned and shaped accordingly).

The Beach Bar opens to welcome both the hotel guests as well as the people coming for daily swimming at the beach.

After that, the room service commences. The clothing that will be changed (bed linens and/or towels) are placed in bags and are being transported to the laundry room for washing, drying and ironing.

The apartments and studios are cleaned and the waste is being transported to a waste disposal site.

If any technical defects or failures are being observed, both on the interior as well as on the exterior of the apartments, they are immediately restored as long as they concern small and minor defects. In case of bigger defects, then we call on sight specialized workers to fix the defect.

When the room service is completed, the washing of the clothing equipment begins. This concerns bed linens and/or towels. The towels are being washed separately from the bed linens (bed sheets and pillow cases). They are later placed at the drying machine and then are being ironed and stored on the shelves ready to be reused.

The day-to-day operation of the hot water solar system is being monitored for 24/7. In case there is not enough sunshine or the consumption is high and the hot water is not enough for all guests, we put on the burner in order to heat the water in the boilers.

Anemelia Hotel