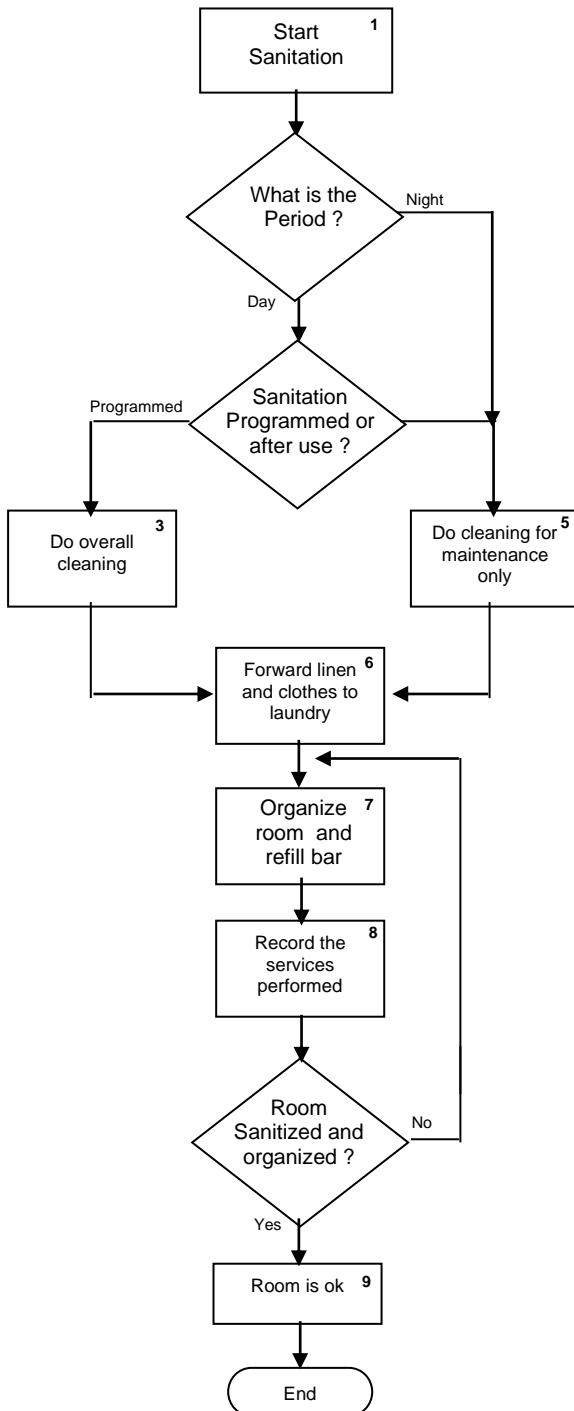


### CONTROL OF REVISIONS

Initial Emission: 2014/11/10



#### Details of the Process

1. The organization and distribution of the sanitation and organization activities of the suites must be controlled by the administrative management.
2. The sanitization (cleaning, hygiene) of the suites, can be general or maintenance.
3. General cleaning must take place daily during the day and maintenance after each occupation.
4. General cleaning should include cleaning air conditioning filters (every 15 days) on walls and blasting bathtubs daily.
5. Maintenance cleaning should also guarantee a perfect cleaning of the environment, including cleaning of bathtubs, floors, drains, walls and moves.
6. All used clothing must be replaced and sent to the laundry sector.
7. The products consumed must be replaced according to the defined relationship.
8. The chambermaids must register in the computerized system via card, the beginning and the end of the activities carried out.
9. After cleaning and general organization of the environment, a final inspection of the activities must be carried out and

#### Records

1. Rooms – Criteria of Inspection