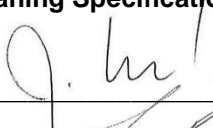
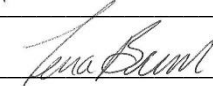


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Office Area Cleaning Specifications	SECTION: 0
DATE: January 1, 2024	Administrator: 	POLICY: 2
REVISION DATES:	HKL Supervisor: 	

OFFICE AREA CLEANING SPECIFICATIONS

POLICY:

Office areas will be cleaned during office hours on a regular basis.

PROCEDURE:

Housekeeping staff will:

- 1) Remove garbage daily.
- 2) Clean doors, door frames, filing cabinets, desks, telephones, chairs, window ledges, counter tops, and pictures with germicidal disinfectant weekly (at a minimum).
- 3) Vacuum complete area and edges weekly (high profile office areas to be done daily).
- 4) Clean baseboards weekly (at a minimum).