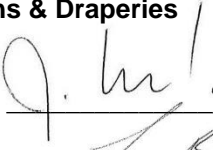
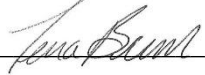


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Privacy Curtains & Draperies	SECTION: P
DATE: January 1, 2024	Administrator: 	POLICY: 2
REVISION DATES:	HKL Supervisor: 	

PRIVACY CURTAINS & DRAPERIES

POLICY:

Privacy curtains and draperies will be cleaned routinely to remove soil and dust and maintain a clean environment for residents, staff, and visitors.

SETUP:

- Step ladder
- Laundry Hamper
- Vacuum and attachments
- Containers for hooks

PROCEDURE:

The HKL Supervisor or designate will:

- 1) Assign housekeeping and maintenance staff to check and clean curtains and draperies on a daily and yearly basis.
- 2) Coordinate the cleaning of all curtains and draperies in the Home on an annual basis.
- 3) Determine the procedure for cleaning of draperies and curtains as recommended by the manufacturer's cleaning instructions.

Housekeeping and Maintenance staff will:

Privacy Curtains:

Daily:

- 1) Inspect curtains during daily cleaning for stains, missing hooks, or repairs.
- 2) Rehang or remove for repair or cleaning using ladder, if required (maintenance).
- 3) Place in hooks container.
- 4) Replace curtains immediately if spares are available. Use ladder if required (maintenance).
- 5) Send curtains to the laundry for cleaning or mending.
- 6) Inform laundry if you need them back immediately.

Yearly:

- 1) Remove curtains annually for cleaning. Follow yearly cleaning schedule as specified by HKL Supervisor.
- 2) Follow steps 2-6 for privacy curtains.

Draperies (Window)

Daily:

- 1) Check draperies for repair needs, rehangng of hooks, or cleaning; follow steps for privacy curtains.

Monthly:

- 1) Close draperies and position ladder.
- 2) Attach extension and dusting brush to vacuum. Vacuum using vacuum dusting brush. Start at the top of the draperies and work down to the bottom using an up and down motion.
- 3) Pull pleats apart to reach all surfaces.
- 4) Vacuum both sides of drapes.
- 5) Pay special attention to the top of the pleat or gathering as dust accumulates in these areas.

Yearly:

- 1) Follow yearly cleaning schedule as specified by HKL Supervisor.
- 2) Using a ladder, remove draperies (maintenance).
- 3) Store hooks in container.
- 4) Place curtains in a laundry bag.
- 5) Send draperies to the appropriate area for laundering according to manufacturer's cleaning instructions as determined by the HKL Supervisor.
- 6) Replace draperies when returned, using ladder (maintenance).