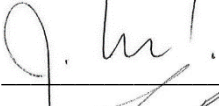
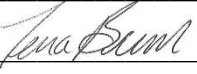


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Deep Cleaning Common Areas	SECTION: D
DATE: January 1, 2024	Administrator: 	POLICY: 2
REVISION DATES:	HKL Supervisor: 	

DEEP CLEANING COMMON AREAS

POLICY:

All common areas should be deep cleaned at least weekly.

SETUP:

- Housekeeping cart, fully stocked
- Gloves
- Microfibre tools

PROCEDURE:

Housekeeping staff will:

- 1) Thoroughly wipe down all furniture surfaces with disinfectant.
- 2) Thoroughly wipe down all horizontal surfaces with disinfectant.
- 3) Move furniture away from walls and dust walls.
- 4) Dry and damp mop all surfaces under and behind furniture or vacuum carpets. Ensure furniture is put back into place according to specified furniture layout.
- 5) Clean the inside of windows and check that the safety lock allows the window to open no more than four inches. If the lock has been removed or the window opens more than four inches, call maintenance immediately.
- 6) Thoroughly clean into corners and baseboards.
- 7) Dust and clean all air diffusers and grates.
- 8) Wipe down the face of all doors and handles.
- 9) Fill out maintenance requests for any outstanding issues.
- 10) Sign off on checklist.