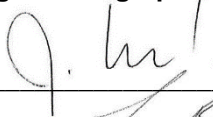
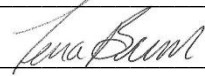


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Housekeeping	<b>SUBJECT:</b> Entrance Matting Cleaning Specifications	<b>SECTION:</b> E
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 2
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**ENTRANCE MATTING CLEANING SPECIFICATIONS**

**POLICY:**

All entrances will use entrance matting as a part of the floor care program. Entrance matting will reduce dirt and moisture being walked into the building, reduce the risk of slips and falls, and extend the life of the floor covering.

**PROCEDURE:**

The HKL Supervisor or designate will:

- 1) Assess the physical layout of the building to determine where mats are required. Pay particular attention to be paid to the following:
  - All entrances to the Home
  - High traffic non-resident areas, i.e. hallways by the staff entrance and time clock
  - Standing areas such as front reception
  - Any area where water or soil may readily accumulate.
- 2) Consider the following when determining mat requirements:
  - **Scraper Mat** – Designed to be used outside the entrance where an overhang is present. Scraper mats are constructed of rough fibres that remove and trap gross soil. They are the first line of defense to remove mud, snow, and slush
  - **Combination Scraper/Wiper Mat** – Typically used in the vestibule or just inside the front entrance. The combination mat will remove additional soil and begin the drying process
  - **Wiper Mat** – Wiper mats are for indoors only. Wipers remove fine debris and dry footwear
- 3) Assign the cleaning of mats to a housekeeping staff.
- 4) Remove mats that do not lie flat as they pose a tripping risk.

Housekeeping staff will:

- 1) Vacuum mats as assigned in the job routine.
- 2) Remove mats that do not lie flat as they pose a tripping risk.
- 3) Notify the HKL Supervisor or designate if there are areas where matting is required.