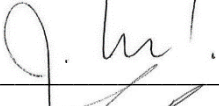
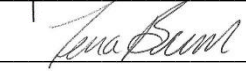


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Housekeeping	<b>SUBJECT:</b> Equipment Cleaning & Operating	<b>SECTION:</b> E
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 3
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**EQUIPMENT CLEANING & OPERATING**

**POLICY:**

Cleaning and operating instructions will be available for all equipment used in the Housekeeping Department.

Equipment will be cleaned routinely to minimize infection control risks due to cross contamination. All equipment will be maintained in good condition.

**PROCEDURE:**

The HKL Supervisor will:

- 1) Maintain a list of all equipment used within the department.
- 2) Provide staff with written cleaning and operating instructions for all equipment, either posted or maintained in a binder which can be accessed by all staff.
- 3) Provide education to all staff who are required to operate and/or clean equipment.

Housekeeping staff will:

- 1) Operate equipment according to directions.
- 2) Clean equipment according to the determined cleaning schedule.
- 3) Refer to cleaning and operating instructions as required.
- 4) Report all equipment malfunctions or concerns through the maintenance log system and to the Department Manager.

**Attachments:** XII-H-10.20(a) Equipment Cleaning Guidelines