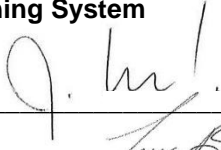
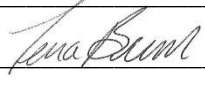


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Microfibre Cleaning System	SECTION: M
DATE: January 1, 2024	Administrator: 	POLICY: 2
REVISION DATES:	HKL Supervisor: 	

MICROFIBRE CLEANING SYSTEM

POLICY:

A microfibre cleaning system, including hand cloths and floor pads, will be used as the preferred cleaning tool in accordance with PIDAC and sector best practice. The use of the microfibre system has been established to be a cleaner, safer, and more efficient program.

PROCEDURE:

The HKL Supervisor or designate will:

- 1) Maintain an adequate supply of microfibre cloths and pads to meet the daily requirement of the Housekeeping Department.
- 2) Purchase products from the recommended product list and vendor.
- 3) Educate staff on the use, care, and laundering requirements of the microfibre system.
- 4) Follow sector standard for colour coding of cloths as follow:
 - RED-washrooms only
 - GREEN-any area outside washrooms
 - BLUE-glass and mirrors

Housekeeping staff will:

- 1) Follow the hand cloth colour coded system for cleaning.
- 2) Use clean hand cloths in each room.
- 3) Use a clean floor pad for each resident room.
- 4) Follow instruction for microfibre mopping.
- 5) Notify the HKL Supervisor when microfibre pads or cloths are required.