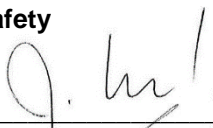
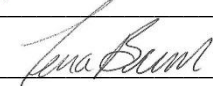


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Cart Setup & Safety	SECTION: C
DATE: January 1, 2024	Administrator: 	POLICY: 3
REVISION DATES:	HKL Supervisor: 	

CART SETUP & SAFETY

POLICY:

Housekeeping carts will be properly stocked, cleaned thoroughly to avoid cross-contamination of microorganisms, and monitored closely to ensure the safety of residents.

PROCEDURE:

Housekeeping staff will:

- 1) Set up the housekeeping cart at the beginning of each shift with the following supplies:
 - Garbage bags, small and medium sized
 - Approved chemicals – one bottle of each, labeled
 - Toilet paper rolls – 6-8
 - Paper towel rolls – 3-4
 - Hand soap and sanitizer cartridges (1-2 of each)
 - Hand sanitizer for team member use after each room
 - Microfibre cleaning clothes – blue/green – 2 per private, 4 per shared room, 1-2 red per washroom
 - Disposable gloves
 - Dust wand for higher areas
 - Broom and dustpan
 - Microfibre mop and charging bucket with enough floor pads for 1 per suite
 - Paint scraper
 - Wet floor signs
 - Personal Protective Equipment (PPE) – safety goggles, rubber gloves
- 2) Ensure the housekeeping cart is always locked when not attended.
- 3) Clean the housekeeping cart at the end of the shift with the appropriate cleaner.
- 4) Lock the cart in a secure location.