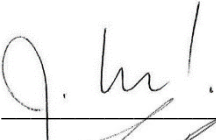
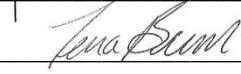


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Dust Mopping	SECTION: D
DATE: January 1, 2024	Administrator: 	POLICY: 9
REVISION DATES:	HKL Supervisor: 	

DUST MOPPING

POLICY:

Dust mopping will be done on all floors of the Home on a daily basis. Dust mopping is done prior to any wet mopping procedure.

SETUP:

- Microfibre dust mop
- Small broom (whisk type)
- Dust pan
- Garbage bag
- Rubber gloves

PROCEDURE:

Housekeeping staff will:

- 1) Move small furniture or equipment as needed to mop complete floor area i.e. stools, walkers, wheelchairs, etc.
- 2) Starting at the furthest corner of the room, dust mop in the direction of the door, paying particular attention to corners, under beds, and under heating units.
- 3) Avoid shaking and lifting the mop during mopping motions.
- 4) Pick up accumulated dust with dustpan and whisk broom at doorway. Do not leave dust in pile at doorway.
- 5) Empty contents of dustpan into garbage bag on housekeeping cart.
- 6) Replace any furniture removed.
- 7) Change mop head for each room.