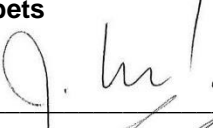
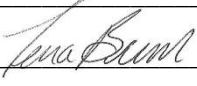


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Vacuuming Carpets	SECTION: V
DATE: January 1, 2024	Administrator: 	POLICY: 1
REVISION DATES:	HKL Supervisor: 	

VACUUMING CARPETS

POLICY:

Daily carpet care with the appropriate equipment will maintain the cleanliness of the building. Vacuuming is an important step in the life expectancy of the carpets.

Equipment Required:

- Wide Area Vacuum for Corridors
- Smaller canister or upright vacuum for resident rooms, offices, lounges, etc.
- Wet floor/Caution Signs

Preparation:

- Check bag on the vacuum to be used; if it is full replace before use
- Check that all filters for vacuums are present and in good condition; replace as necessary
- Inspect machine and cord for visible damage; lock out damaged equipment and report issue(s) to your supervisor or contact repair technician to initiate repairs

PROCEDURE:

Housekeeping staff will:

Corridors:

- 1) Proceed to area to be cleaned with vacuum dedicated for corridor cleaning.
- 2) Place wet floor / caution signs at each end of corridor to be cleaned.
- 3) Uncoil cord and choose an outlet in the middle of the corridor; this will maximize the distance that can be traveled on each side of the plug without having to change outlets.
- 4) Using wide area vacuum, begin on the side of the corridor that plug is located on and begin walking the corridor with the vacuum in front.
- 5) Continue this process with a small overlap on each pass until area is completed.
NOTE: No back and forth motion or frequent arm movements are required for this procedure.
- 6) Unplug machine and coil cord from the machine to the plug to prevent twisting.
- 7) Pick up wet floor / caution signs and proceed to next area to be vacuumed.
- 8) At the end of the shift or when all areas are completed, return vacuum to specified storage area and inspect as noted above in the preparation of equipment section.
- 9) Wipe outside of machine with a clean damp cloth.
- 10) Store in appropriate area as designated by the residence.

Resident Rooms, Offices, and Other Smaller Areas:

- 1) Proceed to area to be cleaned with vacuum dedicated for small area cleaning.
- 2) Place wet floor/caution sign outside the room / area being cleaned.
- 3) Uncoil cord and plug vacuum into an outlet that allows for cleaning as large an area as possible without having to move plug to another outlet.
- 4) Vacuum carpet of areas being cleaned using as much of a walking motion and as little arm movement as possible; walk with the vacuum.
- 5) Pay special attention to high traffic areas and cover each of these areas with three to five passes.
- 6) At the end of the shift or when all areas are completed, return vacuum to specified storage area and inspect as noted above in the preparation of equipment section.
- 7) Wipe outside of machine with a clean damp cloth.
- 8) Store in vacuum in an appropriate area as designated by the Home.