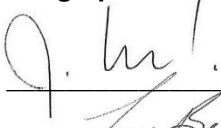
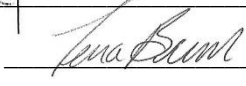


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Staff Room Cleaning Specifications	SECTION: S
DATE: January 1, 2024	Administrator: 	POLICY: 5
REVISION DATES:	HKL Supervisor: 	

STAFF ROOM CLEANING SPECIFICATIONS

POLICY:

The Staff Room will be cleaned routinely as part of a housekeeping assignment.

PROCEDURE:

Housekeeping staff will:

Kitchen Area

- 1) Empty garbage daily.
- 2) Clean all sinks, counter surfaces, cupboards, microwave, and fridge with germicidal cleaner weekly (at a minimum).
- 3) Wet mop floor weekly (at a minimum).
- 4) Wipe down wall beside garbage with germicidal cleaner weekly (at a minimum).

Lounge Area

- 1) Vacuum carpet weekly.
- 2) Remove cushions and vacuum weekly (at a minimum).
- 3) Clean parallel surfaces with germicidal cleaner weekly.
- 4) Dust air vents monthly.
- 5) Clean carpets as assigned.

Refrigerator

- 1) Clean all interior surfaces monthly.
- 2) Defrost freezer as necessary and clean.