
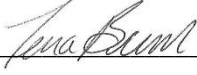


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Vent Cleaning Specifications	SECTION: V
DATE: January 1, 2024	Administrator: 	POLICY: 2
REVISION DATES:	HKL Supervisor: 	

VENT CLEANING SPECIFICATIONS

POLICY:

All vents in the Home will be routinely cleaned as part of the housekeeping assignment.

PROCEDURE:

The HKL Supervisor or designate will:

- 1) Assign dusting of vents monthly and deep cleaning yearly.
- 2) Schedule cleaning of vents over several days.
- 3) Arrange for maintenance to remove and replace covers.

Housekeeping staff will:

- 1) Take vent covers to a sink where they can be washed.
- 2) Set vents in sink and wash thoroughly using a scrub brush or sponge.
- 3) Dry vents.
- 4) Notify supervisor when cleaning is complete so maintenance can re-install vents.