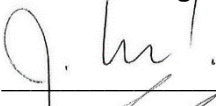
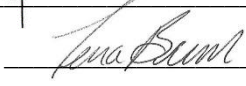


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Daily Resident Room Cleaning	SECTION: D
DATE: January 1, 2024	Administrator: 	POLICY: 1
REVISION DATES:	HKL Supervisor: 	

DAILY RESIDENT ROOM CLEANING

POLICY:

All resident rooms will be cleaned daily (seven minute clean) at a minimum.

SETUP:

Housekeeping cart, fully stocked as per policy.

PROCEDURE:

Working from least soiled area to most soiled area and from high surfaces to low surfaces in each resident room, Housekeeping staff will:

- 1) Start with a fresh cloth saturated with cleaning solution.
- 2) Clean doors, door handles, push plate, and high touch areas of the door frame.
- 3) Check walls for visible soiling and clean if required.
- 4) Clean light switches.
- 5) Check privacy curtains for visible soiling and complete maintenance work order if required.
- 6) Clean all horizontal surfaces in room (chairs, windowsills, televisions, telephones, night tables, etc.), bed rails (if used), bed control, call bell cord, and light cord. Change cleaning cloths between residents in shared rooms. Change cloth when main room is completed or if it has been used to clean something heavily soiled.
- 7) Empty garbage can beside resident bed and replace with clean bag.
- 8) Dry/damp mop resident room, starting at the back of the room working out toward the doorway; leave mop outside of washroom door.

Begin washroom cleaning procedure by using a fresh cloth saturated with cleaning solution:

- 1) Clean door, door handles, and touch areas of door frame.
- 2) Check walls for visible soiling and clean if required.
- 3) Clean all wall mounted dispensers (paper towel, toilet paper, hand soap, etc.); replenish paper, soap supplies if required.
- 4) Apply toilet bowl disinfectant/cleaner to toilet bowl and allow it to remain while cleaning sink area.
- 5) Clean mirror with fresh cloth and water.
- 6) Clean sink area, including all surfaces around the sink, vanity, or countertop. Clean inside of sink and sink faucets.

- 7) Finish cleaning toilet: toilet handle, all exterior surfaces of toilet, underside of flush rim, toilet bowl (using toilet bowl brush), and flush toilet. Once complete, carefully put toilet bowl brush back into caddy.
- 8) Empty garbage can in washroom and reline can with a fresh bag.
- 9) Damp mop washroom, starting at the back and working toward the washroom door.
- 10) Discard microfibre cloths and floor pad into bin on cart prior to exit.
- 11) Remove gloves and perform hand hygiene.
- 12) Don fresh gloves prior to entering the next room.