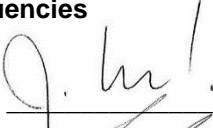
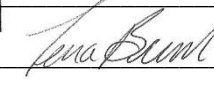


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Cleaning Frequencies	SECTION: C
DATE: January 1, 2024	Administrator: 	POLICY: 8
REVISION DATES:	HKL Supervisor: 	

CLEANING FREQUENCIES

POLICY:

An effective system will be in place to ensure Home spaces are cleaned at a regularly scheduled frequency, and the system will be enhanced during an outbreak. This process will include both common area spaces and resident spaces.

PROCEDURE:

The HKL Supervisor will:

- 1) Review job routines on a regular basis to ensure frequencies meet the needs of the residents on each floor.
- 2) Post copies of the cleaning frequency schedules on each floor's housekeeping closet.
- 3) Update the frequency schedules when in outbreak for enhanced cleaning.
- 4) Ensure the tools and supplies required to do the cleaning are available.
- 5) Orientate staff to the cleaning schedules.
- 6) Monitor for compliance by completing environmental audits and daily rounds.

Housekeeping staff will:

- 1) Follow each cleaning frequency schedules as indicated.
- 2) Use the proper chemicals and/or cleaning products as instructed, including concentrations and process.
- 3) Use personal protective equipment as required.
- 4) Notify the HKL Supervisor by the end of shift if a cleaning procedure cannot be completed as per the schedule.
- 5) Notify the HKL Supervisor of absence of personal protective equipment, malfunctioning cleaning tools/supplies, presence of broken fixtures, furniture, or property while completing routine cleaning duties.
- 6) Complete follow up from environmental audits as directed by the HKL Supervisor.

Attachments: XII-D-10.40(a) Housekeeping Cleaning Frequency Schedule
XII-D-10.40(b) Housekeeping Cleaning Frequency Schedule – Outbreak