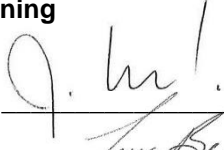
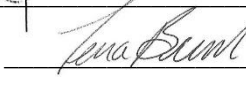


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Rotational Cleaning	SECTION: R
DATE: January 1, 2024	Administrator: 	POLICY: 4
REVISION DATES:	HKL Supervisor: 	

ROTATIONAL CLEANING

POLICY:

All resident rooms and common areas will be scheduled and cleaned at least once per month.

PROCEDURE:

The HKL Supervisor or designate will:

- 1) Educate staff on rotational cleaning.
- 2) Identify each week the cleaning that is to be completed based on the rotation schedule.

Housekeeping staff will:

- 1) Utilize the rotational cleaning schedule when cleaning resident rooms and common areas:

Week 1 of the Month: HIGH DUSTING – vents, display units, cabinets, louver doors, door and picture frames, mirrors, lamps & shades; check for cobwebs (clean as applicable).

Week 2 of the Month: LOW DUSTING – baseboards, window ledges, tracks, doors, walls, switches; check for fingerprints on wood work and painted surfaces (clean as applicable). Check that windows do not open more than six inches.

Week 3 of the Month: ORNAMENTS – (only ornaments residents want dusting), windows if required.

Week 4 of the Month: FURNITURE – vacuum chairs, sofas, under cushions, move furniture where possible.

Note: Safety/supply check all electrical cords (lights, appliances); replace light bulbs that are burnt out. Note carpet stains that could not be removed. Report any problems to maintenance.