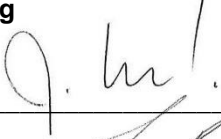
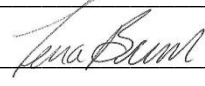


Leamington Mennonite Home

POLICY AND PROCEDURE

| | | |
|----------------------------------|---|----------------------|
| CATEGORY: Housekeeping | SUBJECT: Window Washing | SECTION: W |
| DATE: January 1, 2024 | Administrator:  | POLICY: 2 |
| REVISION DATES: | HKL Supervisor:  | |

WINDOW WASHING

POLICY:

Windows will be cleaned on an annual basis (or more frequently as required) inside to prevent soil build up and allow for a bright, clean appearance.

SETUP:

- Window washing bucket with water
- Flip cap bottle with glass cleaner (if applicable)
- Microfibre cloth
- Rubber gloves
- Scraper
- Squeegees (12" and/or 8") if applicable
- Clean, lint-free cloths or lint-free paper towels

PROCEDURE:

Housekeeping staff will:

- 1) Clear away any items in or on window areas.
- 2) Wipe inside of window frame, removing all dust and soil.
- 3) Wipe the window with water.
- 4) Using microfibre cloth, wash window in a back and forth and up and down motion.
- 5) Using a squeegee, start at top left corner and pull squeegee down window to the bottom of the frame. Wipe the squeegee blade and repeat. Overlap slightly on the last area. For windows too small for the squeegee, use a lint-free cloth and dry window completely.
- 6) Remove hard soils with scraper i.e. food, gum, etc. (may need to spray with glass cleaner).
- 7) Wipe the frame to remove excess water.
- 8) Change microfibre cloth when soiled.
- 9) Put all equipment away in the designated area after the job is completed.

NOTE: Spot cleaning of windows in rooms will be done during regular cleaning schedule to remove soil marks, i.e. fingerprints, food, etc.