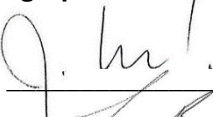
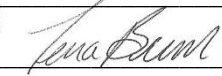


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Elevator Cleaning Specifications	SECTION: E
DATE: January 1, 2024	Administrator: 	POLICY: 1
REVISION DATES:	HKL Supervisor: 	

ELEVATOR CLEANING SPECIFICATIONS

POLICY:

The elevator will be routinely cleaned as part of a housekeeping assignment.

PROCEDURE:

Housekeeping staff will:

- 1) Take the elevator out of service until cleaning has been completed.
- 2) Use the appropriate personal protective equipment while cleaning the elevator.
- 3) Always clean the inside of elevator from top to bottom, to prevent contamination and streaking.
- 4) Clean the elevator keypad using a damp cloth, sprayed with disinfectant (don't spray cleaning solution on buttons as this may damage them).
- 5) Clean elevator doors and elevator call panel with germicidal cleaner daily.
- 6) Clean hand rails with germicidal cleaner.
- 7) Clean hard surface floors daily with designated cleaner.
- 8) Clean mirrors with window cleaner as applicable.
- 9) Dust and polish all stainless steel surfaces with approved cleaner/polish on a weekly basis.
- 10) Vacuum elevator door track using crevice tool weekly and clean as needed.
- 11) Check ceiling tiles and light fixtures for cleanliness and operation.