



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: Executive Director - Acute &amp; Chief Nursing Officer</p>	<p>Reference Number: ORG.1910.PR.005</p> <p>Program Area: Support Services</p> <p>Policy Section: Housekeeping</p>
<p>Issue Date: January 29, 2020</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Cleaning and Appearance Standards, General Room Area</p>

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**PROCEDURE SUBJECT:**

Cleaning and Appearance Standards, General Room Area

**PROCEDURE:**

1. Baseboards
  - Baseboards appear to be clean and free of soil.
  - Corners and tops of baseboards are free of dust, lint and soil.
  - No soil present from floor cleaning method (mopping, waxing and shampooing).
  - Baseboards and coving appear to be in good repair.
  
2. Blinds
  - Blinds are in proper position.
  - Blinds appear to be clean and free of soil.
  - Blinds are operable.
  
3. Ceiling
  - Ceiling appears free of dust, cobwebs and soil film.
  - Ceiling has a good appearance.
  - Millwork (if present) free of dust and lint deposits.
  - Ceiling is intact, no loose or missing tiles (if present).
  - No cracks or holes which presents a safety hazard.
  
4. Chairs
  - Chairs are properly placed.
  - Chairs appear clean, free of stain and soil.
  - Side rails or base rungs are free of dust and lint.
  - No evidence of food or debris at base or in cracks or seat.

- No mop stands or soil on legs.

#### 5. Couch

- Couch properly placed.
- Couch appears clean and free of stain and soil.
- No evidence of food products or debris at base of cushion.
- Arms, if wood, are polished.

#### 6. Desk

- Desk unit is in proper position.
- Desk appears to be clean and free of soil.
- Top, side and bottom free of dust and lint.
- If unit is of wood, polished with no streaks.
- Miscellaneous equipment, clear of dust (telephone, file basket, etc.).

#### 7. Door/Ledges/Frame

##### a) Door

- Door appears to be clean.
- Doors are free of finger marks and soil.
- Push or kick plates clean and free of soil from mopping or floor finish.
- Edges of the door are clean.
- Hardware is clean.

##### b) Ledges

- Ledges over door are free of dust and lint.

##### c) Frame

- Frame is free of soil build-up.
- There are no smudges or finger marks present.

#### 8. Drapes

- Drapes are properly hung and match.
- Drapes are in proper position.
- Drapes appear to be clean.
- Drapes are in good repair and not torn or spotted.

#### 9. Drape Tracks

- Tracks appear to be clean and free of soil and dust.
- Carrier guides and/or curtain hooks are operable.
- Tracks are intact and present no safety hazard.
- No cobwebs present.

#### 10. Floor

##### a) Carpet

- Carpeting appears clean, free of litter and soil marks.

- No badly torn or worn spots or crushed traffic lanes.
- Carpeting appears well maintained.

b) Flooring

- Floor has no build up of finish.
- There are no black marks, scratches or formation of traffic lanes.
- Floor is free of litter, dust and dirt.
- Floor appears clean, with a visible shine.

11. Light Fixtures

- Light fixtures appear clean and free of lint, dust and soil.
- Lights, if movable, are in proper position.
- Fixtures and bulbs in operable condition.

12. Mirror

- Mirror in proper position.
- Mirror appears to be clean.
- No finger marks or smudges.
- Mirror is intact.

13. Pictures

- Picture hanging straight on wall.
- No dust or lint on frame.
- No finger marks or smudges on glass covering.

14. Radiators/Baseboard Heaters

- Radiators appear free of dust, lint or soil.
- There are no removable marks.

15. Vents

- Vent appears to be clean and free of dust or lint on outer surface.
- Inside of vent does not have build-up of dust or lint.
- No soil around vent facing.
- Securely fastened and not a safety hazard.

16. Waste Containers

- Waste containers are in proper place.
- Waste units appear to be clean and free of soil.
- Waste container appears to be in good condition.
- Plastic liner in place.

17. Window / Sills

- Glass and frame appears to be clean and free of dust and spots.
- No finger marks or smudges.
- Window sills are free of dust, marks and spots.

18. Walls

- Appear clean with no marks and damage.
- No visible paint chips.