



Team Name: Environmental Services	Reference Number: ORG.1910.PR.025
Team Lead: Regional Manager Environmental Services	Program Area: Support Services
Approved by: VP – Finance & Planning	Policy Section: Housekeeping
Issue Date: January 18, 2021	Subject: Cleaning Elevators
Review Date:	
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PROCEDURE SUBJECT:

Cleaning Elevators

PURPOSE:

To provide a clean, sanitary environment.

PROCEDURE:

1. Use personal protective equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare equipment.
3. Place the cart near the elevator so that the supplies are accessible. Ensure the cart is placed appropriately to reduce corridor obstruction.
4. Begin to clean /disinfect. Wipe inside elevator panels with cleaning solution to remove finger marks and smudges.
5. Use a cloth dampened, not saturated with the cleaning solution to wipe elevator buttons.
6. Wipe outer doors with cleaning solution to remove finger marks and smudges.
7. Vacuum the elevator door tracks as per facility schedule.
8. Place wet floor sign at the entrance to the elevator.
9. Wet mop floor.

10. Place wet floor sign inside the elevator.

11. Remove wet floor sign once the floor is completely dry.

EQUIPMENT/SUPPLIES:

- Fully stocked housekeeping cart
- Vacuum