



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: VP – Finance & Planning</p>	<p>Reference Number: ORG.1910.PR.016</p> <p>Program Area: Support Services</p> <p>Policy Section: Housekeeping</p>
<p>Issue Date: January 22, 2021</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Cleaning of Curtains / Blinds</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 of Curtains / Blinds

PURPOSE:

- To ensure cleanliness of the curtains / blinds and to enhance the visual appearance of the environment.
- To prevent infections by cross contamination.

PROCEDURE:

CURTAINS

1. Use Personal Protective Equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare equipment.
3. Remove curtains from the designated area. If using a step ladder, make sure that it is fully open and on a solid surface.
4. Take curtains to the Laundry for washing. or clean as per manufacturers’ directions.
5. Curtains can be hung back up in their designated area to dry.
6. Curtains must be washed annually or as necessary.

BLINDS

1. Use Personal Protective Equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare equipment.
3. If using a step ladder, make sure that it is fully open and on a solid surface.
4. Clean blinds as per manufacturer’s directions, eg. vacuum with soft brush attachment, wipe with damp cloth, blind cleaning tool or dry duster.
5. Blinds must be cleaned annually or as necessary.

EQUIPMENT/SUPPLIES:

- Ladder
- Vacuum (soft brush attachment)
- Cleaning Cloth
- Cleaning Solution
- Blind Cleaning Tool