



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: VP – Finance &amp; Planning</p>	<p>Reference Number: ORG.1910.PR.022</p> <p>Program Area: Support Services</p> <p>Policy Section: Housekeeping</p>
<p>Issue Date: January 18, 2021</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Cleaning of an Office/ Reception Area/Meeting Rooms/ Board Rooms</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 an Office/Reception Area/Meeting Rooms/Board Rooms

**PURPOSE:**

To maintain a clean and sanitary environment.

**PROCEDURE:**

1. Use appropriate Personal Protective Equipment (PPE) according to Safety Data Sheets (SDS).
2. Place the cart outside of the office to be cleaned. Ensure the cart is placed appropriately to reduce corridor obstructions.
3. Knock on the door and announce your services.
4. Remove all waste, clean container and reline. Remove trash liners with both hands and hold the liner away from body. Clean inside and outside of the garbage container as required.
5. Replenish paper / soap supplies. Ensure that the supplies are installed correctly and the dispensers are in good working condition.
6. Begin cleaning, starting clockwise or counterclockwise, spot clean walls and door, paying close attention to behind garbage cans, sinks, door knobs, light switches and finger prints. Wipe windows, window sills, ledges, telephone, file cabinets, bookcases, chairs and television. Desk sides and front. Do not disturb papers on top of the desk and do not open drawers. We are not responsible for cleaning personal items.

7. Vacuum or wash the floor as appropriate. Start at the farthest corner from room entrance and work toward door. Move what you can and pay attention to baseboards.
8. Vacuum vent grills and blinds as per facility schedule.
9. Clean cart and store equipment properly.

**EQUIPMENT/SUPPLIES:**

- Fully stocked Housekeeping Cart
- Vacuum Cleaner