



Team Name: Environmental Services	Reference Number: ORG.1910.PR.012
Team Lead: Regional Manager Environmental Services	Program Area: Support Services
Approved by: VP – Finance & Planning	Policy Section: Housekeeping
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Review Date:	
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**PROCEDURE SUBJECT:**

Vacuuming

**PURPOSE:**

- To ensure maximum cleanliness of the carpet/floor.
- To minimize unpleasant odors.
- To enhance the visual appearance of the environment.

**PROCEDURE:**

1. Place 'wet floor' sign in the entrance way where it is visible to clients/residents, visitors and staff. Do not obstruct entrance way.
2. Find a vacant outlet. Do not unplug any equipment.
3. Plug in the vacuum cleaner.
4. Begin at the far end of the room and work toward the entrance, walking backward. Pass over each area two times. Remember to overlap strokes using the "V" pattern, a push-pull method.
5. Move furniture as appropriate.
6. Do not flip cords over furniture.
7. Vacuum the tops, the seating area and arm rests of the upholstery on a routine basis. Pay attention to the crevices around buttons and the areas behind and under the seat cushions.
8. Unplug vacuum. Do not yank the cord from the outlet.
9. Return all furniture to its original location.