



<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.014</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: Window/Glass Door Washing - Outside</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:

Window/Glass Door Washing - Outside

PURPOSE:

- To provide windows and glass doors that are free of soil and enhance visual appearance of the environment.

PROCEDURE:

Cloth Method:

1. Use appropriate Personal Protective Equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare cleaning solution according to manufacturers’ directions to prevent streaking.
3. Sweep and hose down windows prior to washing.
4. Start at top of window, apply cleaning solution with a cloth, partially wrung out to the window pane and frame, using a continuous side to side / top to bottom motion.
5. If heavily soiled, repeat the process. Change cleaning or rinsing solution as necessary.
6. Rinse the window with clean water.
7. Dry the window pane / frame with a clean dry cloth to get the best results.
8. Clean and store the equipment in the designated area.

Squeegee Method:

1. Use appropriate Personal Protective Equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare cleaning solution according to manufacturers’ directions to prevent streaking.
3. Sweep and hose down windows prior to washing.
4. Start at top of window, apply cleaning solution with a cloth, partially wrung out to the window pane and frame, using a continuous side to side / top to bottom motion.
5. If heavily soiled, repeat the process. Change cleaning or rinsing solution as necessary.
6. Rinse the window with clean water.

7. Remove soiled water with squeegee while the glass is wet using “top to bottom” or “side to side” motion. Overlap each cleaned strip when squeegeeing.
8. Wipe the sill and the frame with a dry cloth.
9. Clean and store equipment in the designated area.

EQUIPMENT/SUPPLIES:

- Pails
- Cloths
- Broom
- Cleaning Solution
- Squeegee / Sponge
- Pressure Washer