|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HOUSEKEEPING SERVICES | | | | NO. 648 | |
| POLICY:  The Housekeeping Department is a centralized, 7-days-a-week department, responsible for maintaining a level of cleanliness conductive to the deliverance of good patient care in the facility, excluding the Boiler Room, Food Services, Receiving and Woodshop. The Housekeeping Department is also charged with the responsibility of pest control, moving of items which cannot be handled by Departments, and set-ups in designated meeting areas.  PROCEDURE:  1. Routine Cleaning  Comprehensive schedules exist to achieve daily cleaning of patient care, auxiliary departments and office spaces.  2. Non-Routine Cleaning / Project Cleaning  (i.e. floor finishing, carpet shampooing, etc.)  3. Pest Control  Winning Wheels maintains a contract service with an exterminator in order to keep the facility free of pests.  The exterminator performs monthly routine preventive procedures throughout the facility.  Departments having specific pest problems should contact the Housekeeping Department.  4. Moving Services  The Housekeeping and Maintenance Departments must be given a minimum of 24 hours’ notice prior to moves.  Furniture must be free and clear of articles. The Housekeeping and Maintenance staffs will not be responsible for cleaning articles belonging to staff.  Departments requesting storage or permanent removal of items must contact Maintenance or Housekeeping Supervisor. | | | | | |
| Approved: | Effective Date:  3/86 | Revision Date:  7/07; 3/17 | Change No.: | | Page:  1 of 1 |