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| Laundry Extra Cleaning Schedule | | | | NO. | |
| |  |  |  | | --- | --- | --- | | **Year \_\_\_\_\_\_** | **Linen Aides Extras Cleaning Schedule** | **Initial** | | **Jan.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Power wash carts, bins, covers |  | | **Feb.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Wash down walls |  | |  | Wash/replace cushions on guest chairs |  | | **Mar.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | | **Apr.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Power wash carts, bins, covers |  | | **May** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Power wash carts, bins, covers |  | | **June** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Wash/replace cushions on guest chairs |  | | **July** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Power wash carts, bins, covers |  | | **Aug.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Wash down walls |  | | **Sept.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | | **Oct.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Power wash carts, bins, covers |  | | **Nov.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  | |  | Wash/replace cushions on guest chairs |  | | **Dec.** | Dust Pipes |  | |  | Dust and clean off tops of washers and dryers |  |   Fronts of washers & dryers are cleaned every day.  Lint traps are cleaned every 8 hours.  Tubs & bins are disinfected every day. | | | | | |
| Approved: | Effective Date: | Revision Date: | Change No.: | | Page:  1 of 1 |