HOMES AND SENIOR SERVICES

POLICY & PROCEDURE NUMBER: 2.19
DEPARTMENT: ***HOUSEKEEPING & LAUNDRY*** **SUBJECT:** ***Elevator Cleaning***

APPROVAL DATE: June 2013

REVISION DATE: November 2014
REVIEWED: December 2015
REVIEWED: May 2017
REVIEWED: May 2018

POLICY:

The elevator will be cleaned routinely as part of the housekeeping assignment.

PROCEDURE:

The housekeeping staff will:

1. Dust and polish all stainless steel surfaces with stainless steel cleaner only.
2. Clean elevator doors and elevator call panel with germicidal cleaner.
3. Clean hand rails with germicidal cleaner.
4. Clean hard surfaces floors/vacuum carpeted area daily with designated cleaner. Spot clean carpets.
5. Vacuum elevator door track using crevice tool and clean as needed.
6. Check ceiling tiles and light fixtures for cleanliness and operation.