**005-RFP-0217-2022**

**ATTACHMENT C - Task list**

Attachment C contains a list of tasks which shall be performed on a regularly scheduled basis. This list shows the direct labor hours associated with each task.

**TITLE**

Task List Introduction 1-5

Task List Breakdown 6-87

**TASK LIST INTRODUCTION**

**Standard Custodial Cart Set-up:**

**Disclaimer** - The following information provided may not be all inclusive of items and equipment necessary to perform cleaning tasks.

1. Squirt bottle with germicidal detergent solution
2. Small bucket with germicidal detergent solution
3. Squirt bottle of all-purpose cleaner
4. Glass cleaner
5. Stainless steel cleaner
6. Carpet spotter for areas with carpet
7. Cleaning Rags
8. Trash can liners (various sizes)
9. Putty knife
10. Duster with extension
11. Lambs’ Wool extender Duster
12. Brush (for upholstered furniture)
13. Toilet brush
14. Whisk Broom or brush
15. Broom
16. Dust pan
17. Flat dust mop system
18. Flat mop system
19. Mop handle
20. Mop bucket
21. WET FLOOR signs
22. Metal butt can (Units with Smoke Rooms)
23. 3’ Dowel rod (to clear tubes on smoking post)
24. Safety Goggles
25. Disposable gloves/Rubber gloves
26. Sanitary wipes
27. Sponge

* Proper PPE must be worn at all times when using hazardous chemicals or handling items that may have been exposed to body fluids.
* Safety Goggles are to be worn when pouring chemicals.

**Contractor Equipment available when needed**

1. No Touch Cleaning system
2. Back pack vacuum cleaning system
3. Port-a-vac /shop vac
4. Vacuum
5. Deck Brush
6. Table Mover
7. Leaf blower

**State Equipment and supplies available when needed**

1. Portable power washer (IVH)

2. Step Ladders (IVH provides ladders for vendors use)

3. Metal Plunger Tool (IVH provides Plunger for vendors use)

4. Snow Shovels (IVH provides snow shovels)

5 .Ice melt (IVH provides ice melt)

**Maintainer Items provided by Contractor**

1. Toilet paper
2. Paper towels
3. Yellow soak pads
4. Changing Station liners - Main floor units

**Maintainer Items provided by State**

1. Hand soap, Hand sanitizer (IVH provides)

2. Styrofoam cups (IVH provides)

**Maintainer:**

1. Fill Styrofoam cup dispenser main floor and basement halls
2. Fill paper towel dispenser
3. Fill soap dispensers
4. Fill hand sanitizers
5. Fill toilet tissue dispensers

NOTE: At one-roll dispensers leave an extra roll of toilet tissue in a convenient place in the room.

1. Fill Changing station dispenser (max - 10 sheets)
2. Reline soiled sanitary napkin container
3. Fill Sloan valve bottle located on stool pipes, where applicable.

NOTE: Sloan valve bottle must be filled in custodial closet. Fill Sloan valve container with germicidal detergent.

**Communication:**

Report any of the following conditions by filling out work order requests located on purple clip-board located in work area:

1. Safety hazards
2. Damage – all kinds
3. Burnt-out lights
4. Drinking fountain plugged or not operating
5. Missing, broken, or out of place light covers and ceiling panels
6. Electrical or cable outlets covers needing replaced or repaired.

###### **Report any of the following Safety Hazards and conditions to Nursing Unit Coordinator (NUC) and ABM Supervisor (note on Daily Report):**

1. Leaking hazardous waste containers or bags
2. Lights Needing Cleaning (bugs, dirt, etc.)
3. Soiled cubical curtains, shower curtains and/or drapes
4. Soiled furniture
5. Furniture instability
6. Carpets needing cleaning.
7. Trash chute light is on and/or chute door will not open
8. Areas not covered in daily cleaning routines that need attention - note these areas on the daily work sheet.
9. Beds and trapeze units that have broken, cracked, worn or damaged parts
10. Identify areas where leaks to other areas occur during refinishing - for prevention and awareness.
11. Rooms that cannot be cleaned due to clutter, resident sleeping or requesting that area not be cleaned.
12. Any questions, contact Supervisor

**AREAS TO DUST AND SANITIZE:**

**Disclaimer** - The following information provided may not be all inclusive of items to be dusted and disinfected.

Start with areas located highest in the room and work down to lower areas. Dust mop/vacuum floor last. All horizontal and vertical surfaces are to be dusted and sanitized.

1. Ceilings
2. Vents
3. Sprinklers
4. Lights
5. Clocks (except Grandmother clock in Malloy Main Lounge)
6. Speakers
7. Informational Signs
8. Drapery rods
9. Blinds
10. Drapery/cubicle curtain/room divider/partitions (tracks/storage areas)
11. Room divider/partitions
12. Picture rails
13. Window frames/sills
14. Wall ledges
15. Top of tile edges
16. Fans
17. Cabinet exteriors/interiors
18. Display cases
19. Bulletin boards/black boards/white boards
20. Mirrors
21. Picture frames/plagues
22. Shelves
23. Books/magazine shelves/racks
24. Tables (legs/bases/lift arms/control boxes)
25. Couches/chairs/high chairs/stools
26. Desks
27. File Cabinets
28. Computer stands
29. Typing Tables
30. Hampers
31. Night stands
32. Dressers
33. Over bed light (when resident is not in bed)
34. Trapeze (when resident is not in bed)
35. Bed frame, head and foot boards
36. Roll away beds
37. Trash containers
38. Pest control devices
39. Weather Radios
40. Lamps/table lamps (base/shades)
41. Pianos/organs
42. Televisions
43. Telephones – (wipe with disinfectant wipes)
44. Refrigerators
45. Microwaves
46. Stoves
47. Toasters
48. Ice Machines - pull out bottom tray and clean underneath
49. Washers/dryers
50. Dishwasher
51. Water fountains
52. Dispensers of various sizes and uses
53. Countertops
54. Sinks
55. Bathtubs
56. Showers
57. Stall frames
58. Toilets/urinals
59. Toilet seat risers
60. Plumbing fixtures
61. Exam tables
62. Flag stands
63. Podium
64. Stage
65. Risers
66. Security Gates
67. Dividers/Partitions
68. Accordion doors
69. Pool tables
70. Pool cue racks
71. Smoking receptacles
72. Hand rails/safety bars/bumpers
73. Exit signs/informational signs
74. Life Packs
75. Chemical applicators
76. Postage machine
77. Change machines
78. Mail boxes
79. Display cases
80. Lockers
81. Air Conditioners
82. Radiators
83. Pipes
84. Fire extinguishers
85. Fire extinguishers Cabinets - exterior/interior
86. Fire alarms/pull stations/smoke detectors
87. Trash chute doors
88. Door/door frame/handles/hinges
89. Walls
90. Electrical outlets
91. Plug rails
92. Baseboards
93. Floor
94. Vending machines

**Special Notes on cleaning:**

* Light Cover/Diffuser: Clean both sides of light diffusers/covers do not clean metal areas or bulbs. Clean as scheduled or when there are 6 or more bugs in lights.
* Furniture/equipment: Depending on the need and type of furniture, spot clean/sanitize all furniture and equipment. Brush off upholstered furniture with brush. NOTE: If any question, contact Supervisor

NOTE:

* When cleaning furniture pay special attention to legs, bases, casters and floor glides
* Do not move any residential personal property
* Do not move large furniture items alone such as desks, large cabinets, dressers, recliners, refrigerators, televisions computers etc. If any questions, contact Supervisor
* Do not tamper with any office machines or equipment in any area - Contact Supervisor if there are any problems with machinery or equipment in area Do not clean computers or related equipment

**Furniture/Equipment with Resident and Staff Items on them:**

* Dust and disinfect as much area as can be gotten without disturbing the items.
* Do not move any papers or personal items.

**Resident Furniture/Equipment and personal items:**

Do not clean or move these items:

Report any damage to resident’s property immediately to Supervisor.

**DUSTING:**

Use clean dusting cloth for each area; use the extender duster to reach high areas

Some areas may require the use of a ladder.

**DISINFECTING**

Use a clean cleaning cloth to disinfect each area.

**FURNITURE:**

Check daily and clean using one of the following methods depending on the need and type of furniture:

1. Dust
2. Brush
3. Disinfect
4. Vacuum

**FLOORS DUSTING AND DISINFECTING**

Use clean dust mop/wet mop for each area using micro fiber system

**Safety Issues:**

ALWAYS:

* Use 'WET FLOOR' signs when damp mopping. Proper use of signs will be demonstrated during training period.
* Leave one-half of hallways dry for traffic
* Use a ladder to reach high places
* Wear protective equipment when handling or mixing chemicals
* Any mishaps such as liquids, food, etc. on the floor are to be cleaned up by the custodial worker assigned to the area, even though the area or room has already been cleaned.

**Body Fluid Cleaning**

Public Areas:

* Housekeeping is responsible to clean up body fluids and disinfect area.

Resident Care Areas:

* Nursing Staff is responsible to clean up body fluids with pads. Housekeeping is responsible to disinfect during the day shift only.
* Nursing is responsible to clean and disinfect on evening and night shifts.

**Vinyl and Rubber Floor Care:**

Use the following procedure:

* + Dry dust daily using micro fiber flat mop duster
  + Wet mop flooring daily, using a disinfectant solution and flat mop

Resident Room windows, drapes, and walls are to be cleaned when a room clean is scheduled for any of the following:

* Refinishing
* Isolation breakdown
* Resident discharge/relocation
* Deceased resident

**TASK LIST**

The Contractor will be responsible for providing services that may not be specifically identified in the Tasks list to be performed or in the procedures to be followed. The following task list is not all inclusive of tasks vendor employees will perform during daily operations.

* Set up and tear down for special events
* Miscellaneous work orders
* Clean trash compactor areas
* Clean trash compactor conveyor system
* Transporting trash from one building to another due to compactor break downs
* Delivery and pick-up of HIPAA totes from units
* Maintain recycling areas for paper, plastic, glass, cans and cardboard
* Power scrub or power wash - interior and exterior surfaces of buildings in high traffic areas
* Clean brick/concrete walls
* Cleaning/washing of furniture and chairs of all types
* Change and reinstall shower curtains, cubical curtains and drapes
* Delivery and collection of Christmas decorations to and from the units
* Assist in relocation of staff and furniture
* Clean and arrange storage areas
* Removal of snow, ice and leaves from entrances
* Bale boxes
* Clean metal and acoustical ceiling tiles
* Clean window shades, Venetian blinds and vertical blinds
* Clean room dividers
* Clean statues or ornaments displayed inside buildings
* Clean plastic plants
* Clean areas after roof/wall leaks
* Clean areas when sprinklers go off
* Clean areas where fire extinguishers have been discharged
* Clean metal gates in dietary department
* Deliver boxes to units
* Deliver carts to units
* Deliver and pick up items from carpenter shop and paint shop
* Deliver pick-up repaired items
* Deliver and pick up items from outbuildings
* Deliver window pads to Sheeler building in winter
* Remove drawers from furniture for pest control
* Placement and monitoring of pest control monitors
* Power wash floor protectors
* Power wash entry/exit area rugs
* Power wash safety mats
* Operate mechanical equipment ( trucks, pallet lifts, baler excreta)
* Employee’s will be subject to working in various weather conditions
* Cleaning Smoking posts
* Moving picnic tables
* Set up outside areas for special events
* Blowing leaves
* Cleaning fans from resident areas
* Cleaning Vents
* Cleaning lights
* Cleaning ceiling fans

**001 Waste - regular waste collection**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty regular waste containers and transport waste to the appropriate trash disposal

Category:

Task Type: Waste Removal - Regular

Task Instructions:

This is the first task to be completed.

1. Empty waste container's) into lined Custodial Cart Trash Bag.

2. Sanitize waste containers inside and out.

3. Reline waste container with appropriate sized bag.

4. When lined custodial cart trash bag is full, take to the designated trash chute

or disposal area for that unit.

NOTE: Contact Supervisor when trash chute light is on and chute door will not

open.

NOTE: Contact Supervisor if trash containers are broken or need to be replaced.

**001.1 Waste - regular waste collection 1x**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty regular waste containers and transport waste to the appropriate trash disposal

Category:

Task Type: Waste Removal - Regular

Task Instructions:

This is the first task to be completed.

1. Empty waste container's) into lined Custodial Cart Trash Bag.

2. Sanitize waste containers inside and out.

3. Reline waste container with appropriate sized bag.

4. When lined custodial cart trash bag is full, take to the designated trash chute or disposal

area for that unit.

NOTE: Contact Supervisor when trash chute light is on and chute door will not open.

NOTE: Contact Supervisor if trash containers are broken or need to be replaced.

**001.2 Waste - regular waste collection 2x**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty regular waste containers and transport waste to the appropriate trash disposal

Category: Waste

Task Type: Waste Removal - Regular

Task Instructions:

This is the first task to be completed.

1. Empty waste container's into lined Custodial Cart Trash Bag.

2. Sanitize waste containers inside and out.

3. Reline waste container with appropriate sized bag.

4. When lined custodial cart trash bag is full, take to the designated trash chute or disposal

area for that unit.

NOTE: Contact Supervisor when trash chute light is on and chute door will not open.

NOTE: Contact Supervisor if trash containers are broken or need to be replaced.

**001.3 Waste - regular waste collection 3x**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty regular waste containers and transport waste to the appropriate trash disposal

Category:

Task Type: Waste Removal - Regular

Task Instructions:

This is the first task to be completed.

1. Empty waste container's) into lined Custodial Cart Trash Bag.

2. Sanitize waste containers inside and out.

3. Reline waste container with appropriate sized bag.

4. When lined custodial cart trash bag is full, take to the designated trash chute or disposal

area for that unit.

NOTE: Contact Supervisor when trash chute light is on and chute door will not open.

NOTE: Contact Supervisor if trash containers are broken or need to be replaced.

**002 Waste - Dack trash room waste disposal**

Task Minutes: 40.00 Task Description:

Unit Of Measure: per # Units Take full trash dumpster outside for pick up and replace with empty trash dumpster

Category:

Task Type: Waste Removal - Regular

Task Instructions:

NOTE: This task is to be performed daily.

1. Secure door at end of trash chute to prevent more trash from coming down chute.

2. Roll dumpster out from under trash chute.

3. Level off load so lids can close.

4. Secure lids with rubber cords to prevent wind and animals from opening the lids.

5. Open garage door and push dumpster into holding area.

6. Bring in empty dumpster, place under trash chute.

7. Unlock trap door to trash chute.

8. Clean debris from floor.

NOTE: During winter months keep an extra empty dumpster inside trash room to cover bad

weather situations.

NOTE: Contact Leader/Supervisor when chute light is on and chute door will not open.

**002.1 Waste - Malloy trash room waste disposal**

Task Minutes: 80.00 Task Description:

Unit Of Measure: per # Units Take full trash dumpster to compactor on dock and transfer trash to compactor

Category:

Task Type: Waste Removal - Regular

Task Instructions:

NOTE: This task is to be performed daily.

1. Secure door at end of trash chute to prevent more trash from coming down chute.

2. Roll dumpster out from under trash chute.

3. Take trash to compactor and unload into compactor.

4. Pick up and dispose into compactor any debris from floor.

5. Rinse out dumpster and return in original location under chute.

6. Unlock trap door to trash chute and fill dumpster.

NOTE: Contact Leader/Supervisor when chute light is on and chute door will not open.

**002.2 Waste - Transport trash to disposal site**

Task Minutes: 40.00 Task Description:

Unit Of Measure: per # Units Take full Brute container to compactor on dock and transfer trash to compactor

Category:

Task Type: Waste Removal - Regular

Task Instructions:

1. Take trash from dirty utility rooms to compactor and unload into compactor.

2. Pick up and dispose into compactor any debris from floor.

3. Rinse out dumpster and return to original location.

**002.3 Waste - Transport trash to disposal site 1x**

Task Minutes: 40.00 Task Description:

Unit Of Measure: per # Units Take full Brute container to compactor on dock and transfer trash to compactor

Category:

Task Type: Waste Removal - Regular

Task Instructions:

1. Take trash from dirty utility rooms to compactor and unload into compactor.

2. Pick up and dispose into compactor any debris from floor.

3. Rinse out dumpster and return to original location.

**002.4 Waste - Transport trash to disposal site**

Task Minutes: 20.00 Task Description:

Unit Of Measure: per # Units Take full Brute container to compactor on dock and transfer trash to compactor

Category:

Task Type: Waste Removal - Regular

Task Instructions:

1. Take trash from dirty utility rooms to compactor and unload into compactor.

2. Pick up and dispose into compactor any debris from floor.

3. Rinse out dumpster and return to original location.

**002.5 Waste - Transport trash to disposal site 1x**

Task Minutes: 20.00 Task Description:

Unit Of Measure: per 1 level stairway Take full Brute container to compactor on dock and transfer trash to compactor

Category:

Task Type: Waste Removal - Regular

Task Instructions:

1. Take trash from dirty utility rooms to compactor and unload into compactor.

2. Pick up and dispose into compactor any debris from floor.

3. Rinse out dumpster and return to original location.

**003 Waste, transport HH waste to staging area**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per # Units Transport waste from custodial carts to Basement Trash Storage Area

Category:

Task Type: Waste Removal - Regular

Task Instructions:

1. Proceed with custodial trash container to HH basement waste staging area.

2. Open dumpster lid.

3. Remove liner with trash and deposit into dumpster.

4. Secure dumpster lid with rubber tarp straps to prevent wind and animals from opening the lids.

5. Replace custodial trash container liner.

**006 Waste - hallway regular waste disposal**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty regular waste containers and transport waste to the appropriate trash disposal

Category:

Task Type: Waste Removal - Regular

Task Instructions:

This is the first task to be completed daily.

1. Empty waste container(s) into lined Custodial Cart Trash Bag

2. Sanitize unlined waste container.

3. Sanitize lined waste containers if the liner has broken and/or if soil has accumulated on

the surfaces. Make sure all the waste containers are free of soil inside and out.

4. When lined custodial cart trash bag is full, the trash is to be taken to a Dirty Utility Room,

placed in trash containers, when full take to a trash chute and put down the chute, (or taken to a

designated disposal area.

NOTE: Contact Leader/Supervisor when chute light is on and chute door will not open or if

**006.1 Waste - hallway regular waste disposal 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty regular waste containers and transport waste to the appropriate trash disposal

Category:

Task Type: Waste Removal - Regular

Task Instructions:

This is the first task to be completed daily.

1. Empty waste container(s) into lined Custodial Cart Trash Bag

2. Sanitize unlined waste container.

3. Sanitize lined waste containers if the liner has broken and/or if soil as accumulated on the

surfaces. Make sure all the waste containers are free of soil inside and out.

4. When lined custodial cart trash bag is full, the trash is to be taken to a Dirty Utility Room

and placed in trash containers, to a trash chute and put down chute, or taken to a designated

area.

NOTE: Contact Leader/Supervisor when chute light is on and chute door will not open or if

5. Power wash containers once a year

**006.2 Waste - hallway regular waste disposal 2x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty regular waste containers and transport waste to the appropriate trash disposal

Category:

Task Type: Waste Removal - Regular

Task Instructions:

This is the first task to be completed.

1. Empty waste container(s) into lined Custodial Cart Trash Bag

2. Sanitize unlined waste container.

3. Sanitize lined waste containers if the liner has broken and/or if soil as accumulated on the

surfaces. Make sure all the waste containers are free of soil inside and out.

4. When lined custodial cart trash bag is full, the trash is to be taken to a Dirty Utility Room

and placed in trash containers, to a trash chute and put down chute, or taken to a designated

area.

NOTE: Contact Leader/Supervisor when chute light is on and chute door will not open.

5. Power wash containers once a year

**011 Waste - sanitary napkin disposal**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty sanitary napkin waste containers and transport waste to the appropriate trash disposal

Category: Waste location.

Task Type: Waste Removal - Bio

Task Instructions:

Wear protective gloves when performing this task.

1. Remove used liner from sanitary napkin container.

2. Place full bags in trash bag in restroom, tie bag closed, remove and place in trash bag on

custodial cart.

**011.1 Waste - sanitary napkin disposal 1x**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty sanitary napkin waste containers and transport waste to the appropriate trash disposal

Category: Waste location.

Task Type: Waste Removal - Bio

Task Instructions:

Wear protective gloves when performing this task.

1. Remove used liner from sanitary napkin container.

2. Place full bags in trash bag located in restroom, tie bag closed, and place in trash bag on

custodial cart.

**011.2 Waste - sanitary napkin disposal 2x**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty sanitary napkin waste containers and transport waste to the appropriate trash disposal

Category: Waste location.

Task Type: Waste Removal - Bio

Task Instructions:

Wear protective gloves when performing this task.

1. Remove used liner from sanitary napkin container.

2. Place liner in trash bag in restroom, tie bag closed and place in trash bag on custodial

cart.

**012 Waste - Disposable Briefs Waste Disposal**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty disposable briefs waste containers three times daily:

Category: Waste 7:00-8:00 AM

11:00-12:00 AM

Task Type: Waste Removal - Bio 2:00-3:00 PM

Task Instructions:

1. Take full container to designated trash chute.

2. Remove bag from container and place in trash chute.

3. Sanitize inside and outside of container.

4. Reline containers (extra liners are to be left in area - for use by nursing staff)

NOTE: If trash chute is not available or not working in your area take items to a designated

disposal area.

**021 Recycle trash - empty and remove**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per # Units Remove recycled materials (cans, plastic, paper, cardboard, glass) from area/unit. Transport

Category: Waste to appropriate recycling staging area

Task Type: Waste Recycling

Task Instructions:

1. Remove all recyclable materials (cans, plastic, paper, cardboard, glass) from area/unit

daily.

2. Pick up recycle container by the sides.

3. Tip the small recycling container as far down into the larger recycling containers as

possible and empty.

4. Return the small recycling container to original location.

5. Sanitize interior and exterior surfaces of recycling container.

6. When your collection container is full, transport recyclable items to the designated

**022 Waste - Recycled items packing and baling**

Task Minutes: 5.52 Task Description:

Unit Of Measure: per # Units Transport, store, pack and bale recycling materials for pick up by the waste management

Category:

Task Type: Waste Recycling

Task Instructions:

1 .Place recyclable cardboard items in designated area for baling

2. Remove all staples from cardboard before baling.

3. Bale cardboard (Staff must be trained before operating baler).

4. Place bales in designated storage areas for pickup.

**022.1 Recycling containers, Power wash containers**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Power wash unit recycling containers 3x per year.

Category:

Task Type: Waste Recycling

Task Instructions:

1. Collect clean recycling containers from storage area.

2. Replace dirty container with clean container.

3. Take dirty container to power wash room. Clean and sanitize the container.

4. Return container to clean storage area or repeat process.

**023 HIPAA Containers, Removal on non-med days**

Task Minutes: 9.00 Task Description:

Unit Of Measure: per # Units Removal and replacement on non-Medical collection days. Remove and return HIPAA

Category: Waste containers from area/units to designated storage area

Task Type: Waste Recycling

Task Instructions:

1. When work orders are submitted take a replacement HIPAA container to the area/unit.

NOTE: Make sure that the HIPAA container is securely locked before leaving area/unit.

2. Remove full HIPAA containers from area/unit.

NOTE: HIPAA CONTAINER MUST BE SECURELY LOCKED BEFORE

TRANSPORTING: If container is not securely locked inform supervisor.

**023.1 HIPAA Containers, Collection on med days**

Task Minutes: 9.00 Task Description:

Unit Of Measure: per # Units Collection of HIPAA containers on Medical Collection days. Deliver and Remove HIPAA

Category: containers from Med Distribution areas on designated Med card collection days.

Task Type: Waste Recycling

Task Instructions:

1. Two days prior to schedule Med. Card collection day, deliver empty HIPAA containers to

designated med card distribution unit/areas.

NOTE: The HIPAA containers are to be delivered with the lids open or unlocked.

2. Remove HIPAA containers when work orders are submitted.

NOTE: HIPAA CONTAINER MUST BE SECURELY LOCKED BEFORE

TRANSPORTING: If container is not securely locked inform supervisor.

3. Place HIPAA container in designated area for disposal.

**031 2 1/2 Yard Trash Bin Cleaning**

Task Minutes: 20.00 Task Description:

Unit Of Measure: per # Units Cleaning of 2 1/2 yard Trash Bins

Category:

Task Type: Waste Removal - Regular

Task Instructions:

1. Take empty dumpster to Carwash building with lift truck.

2. Tip dumpster onto side.

3. Remove all trash.

4. Power wash dumpster inside and out and the lid with germicidal solution.

5. Scrub inside dumpster with deck brush.

6. Rinse thoroughly with hose.

7. Replace dumpster.

8. Clean and put away equipment when all assigned bins have been cleaned.

**032 Waste containers, power wash**

Task Minutes: 10.00 Task Description:

Unit Of Measure: per # Units Annually, power wash small waste containers in resident rooms and office areas.

Category:

Task Type: Waste Removal - Regular

Task Instructions:

1. Collect ten waste containers from a unit.

2. Replace them with ten clean waste containers.

3. Take ten waste containers to power wash room and thoroughly clean.

4. Repeat process.

**032.1 Waste containers, power wash**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per # Units Annually, power wash large Slim Jim waste containers in dayrooms, LRC rooms and office

Category:

Task Type: Waste Removal - Regular

Task Instructions:

1. Collect ten waste containers from a unit.

2. Replace them with ten clean waste containers.

3. Take ten waste containers to power wash room and thoroughly clean.

4. Repeat process.

**033 Briefs containers, power wash**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per # Units Annually, power wash brief containers in dirty utility rooms.

Category:

Task Type: Waste Removal - Bio

Task Instructions:

1. Collect clean brief container from storage area.

2. Replace dirty brief container from utility room with clean container.

3. Take dirty container to power wash room. Clean and sanitize brief container.

4. Return to clean storage or repeat process.

**041 Ashtray - clean**

Task Minutes: 1.74 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty and sanitize all ashtrays

Category:

Task Type:

Task Instructions:

1. Empty and sanitize all smoking receptacles.

2. Use towel push rod to remove debris from smoking receptacles.

3. Disposal of ashes and cigarette butts:

a) Place ashes and cigarette butts into metal butt can

b) Place water in bucket

c) After 24 hours dump into trash bag

d) Dispose of in dumpster - Do not place in compactor.

**042 Ashtray/urn - clean**

Task Minutes: 1.98 Task Description:

Unit Of Measure: per 1000 Sq Ft Empty and sanitize all ashtrays

Category:

Task Type:

Task Instructions:

1. Empty and sanitize all smoking receptacles.

2. Use dowel push rod to remove debris from smoking receptacles stack.

3. Disposal of ashes and cigarette butts:

a) Place ashes and cigarette butts into metal butt can

b) Place water in bucket

c) After 24 hours dump into trash bag

d) Dispose of in dumpster - Do not place in compactor.

**051 Smoking Receptacle - empty and clean**

Task Minutes: 1.98 Task Description:

Unit Of Measure: per # Units Empty and sanitize smoking receptacles. Clean 1x (nights) inside and out

Category:

Task Type:

Task Instructions:

1. Empty and sanitize all Smoking Receptacles.

2. Push dowel rod down stack to ensure it is clear of debris

3. Disposal of ashes and cigarette butts:

a) Place ashes and cigarette butts into designated metal butt can

b) Place water in bucket

c) After 24 hours dump into trash bag

d) Dispose of in dumpster - Do not place in compactor.

4. Use sieve for outside smoking receptacles containing sand.

5. Report any damage to supervisor.

**052 Smoking Receptacles, power wash 2X per year**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per # Units Semi annually, Power wash all smoking receptacles located in smoke rooms and outside

Category: smoking areas

Task Type:

Task Instructions:

1. Collect smoking receptacles.

2. Remove debris from inside receptacles.

3. Power wash and disinfect smoking receptacles.

4. Replace bucket in bottom of receptacles, if it is rusted.

5. Report damage to supervisor.

**071 Floor, dust mop - 24"**

Task Minutes: 7.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust mopping hard floors

Category:

Task Type:

Task Instructions:

1. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

2. Dust mop floor by pushing the dust mop in front of you.

3. Ensure entire floor area and corners are dust mopped. Use Lobby Broom to remove

debris from corners.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**071.1 Floor, dust mop - 24" 1x**

Task Minutes: 7.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust mopping hard floors

Category:

Task Type:

Task Instructions:

1. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

2. Dust mop floor by pushing the dust mop in front of you.

3. Ensure entire floor area and corners are dust mopped. Use Lobby Broom to remove

debris from corners.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**071.2 Floor, dust mop - 24" 2x**

Task Minutes: 7.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust mopping hard floors

Category:

Task Type:

Task Instructions:

1. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

2. Dust mop floor by pushing the dust mop in front of you.

3. Ensure entire floor area and corners are dust mopped. Use Lobby Broom to remove

debris from corners.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**072 Floor, spot dust mop - 24"**

Task Minutes: 2.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust mop floor

Category:

Task Type:

Task Instructions:

1. Dust mop floor when it is necessary.

2. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

3. Dust mop floor by pushing the dust mop in front of you.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**072.1 Floor, spot dust mop - 24" 1x**

Task Minutes: 2.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust mop floor

Category:

Task Type:

Task Instructions:

1. Dust mop floor when it is necessary.

2. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

3. Dust mop floor by pushing the dust mop in front of you.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**072.2 Floor, spot dust mop - 24" 2x**

Task Minutes: 2.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust mop floor

Category:

Task Type:

Task Instructions:

1. Dust mop floor when it is necessary.

2. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

3. Dust mop floor by pushing the dust mop in front of you.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**075 Floor, dust mop 24" - Post burnishing**

Task Minutes: 7.20 Task Description:

Unit Of Measure: per 1000 Sq Ft After burnishing with a floor machine not equipped with a dust collector always dust mop up

Category: the participles

Task Type:

Task Instructions:

1. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick).

2. Dust mop floor by pushing the dust mop in front of you.

3. Ensure entire floor and corners are dust mopped. Use Lobby Broom to remove debris

from corners.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**081 Floor, dust mop - 36"**

Task Minutes: 4.80 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust mopping hard floors

Category:

Task Type:

Task Instructions:

1. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

2. Dust mop floor by pushing the dust mop in front of you.

3. Ensure entire floor area and corners are dust mopped. Use Lobby Broom to remove

debris from corners.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**081.1 Floor, dust mop - 36" 1x**

Task Minutes: 4.80 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust mopping hard floors

Category:

Task Type:

Task Instructions:

1. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

2. Dust mop floor by pushing the dust mop in front of you.

3. Ensure entire floor area and corners are dust mopped. Use Lobby Broom to remove

debris from corners.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**081.2 Floor, dust mop - 36" 2x**

Task Minutes: 4.80 Task Description:

Unit Of Measure: per 1000 sq. ft. of glass Dust mopping hard floors

Category:

Task Type:

Task Instructions:

1. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick)

2. Dust mop floor by pushing the dust mop in front of you.

3. Ensure entire floor area and corners are dust mopped. Use Lobby Broom to remove

debris from corners.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**082 Floor, spot dust mop - 36"**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust mop floor as necessary

Category:

Task Type:

Task Instructions:

1. Dust mop floor if necessary.

2. Be sure dust mop is clean. If not, replace it.

3. Dust mop floor by pushing the dust mop in front of you.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan as soon as possible.

**082.1 Floor, spot dust mop - 36" 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust mop floor as necessary

Category:

Task Type:

Task Instructions:

1. Dust mop floor if necessary.

2. Be sure dust mop is clean. If not, replace it.

3. Dust mop floor by pushing the dust mop in front of you.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan as soon as possible.

**085 Floor, dust mop 36" - Post burnishing**

Task Minutes: 4.80 Task Description:

Unit Of Measure: per 1000 Sq Ft After burnishing with a floor machine that is not equipped with a dust collector always dust

Category: mop up the participles

Task Type:

Task Instructions:

1. Be sure dust mop is clean. If not, replace it. When dusting vinyl and rubber flooring do

not use treated dust mop. (This leaves floors slick).

2. Dust mop floor by pushing the dust mop in front of you.

3. Ensure entire floor and corners are dust mopped. Use Lobby Broom to remove debris

from corners.

4. Occasionally, shake the dust mop out, to remove excess dirt.

5. Pick up this pile of dirt and debris with a dust pan immediately.

**101 Floor, sweep - 18" broom**

Task Minutes: 10.80 Task Description:

Unit Of Measure: per 1000 Sq Ft Sweep floor with push broom

Category:

Task Type:

Task Instructions:

1. Place the push broom in front of you, and push the debris into a pile.

2. Using a dust pan and brush, collect the debris and dispose of properly.

**101.1 Floor, sweep - 18" broom 1x**

Task Minutes: 10.80 Task Description:

Unit Of Measure: per 1000 Sq Ft Sweep floor with push broom

Category:

Task Type:

Task Instructions:

1. Place the push broom in front of you, and push the debris into a pile.

2. Using a dust pan and brush, collect the debris and dispose of properly.

**121 Floor, damp mop**

Task Minutes: 13.02 Task Description:

Unit Of Measure: per 1000 Sq Ft Damp wipe floors with approved solution and mop

Category:

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Make sure floor is ready for damp mopping (free of debris and dirt).

3. Place 'wet floor' signs in appropriate locations.

4. Outline the area you are mopping. Mop outlined area using a 'figure 8' motion. Ensure

complete coverage of floor.

5. Remove dirty mop head and replace with new mop head from bucket of solution.

6. Empty dirty solution from bucket when needed and refill with clean solution.

**121.1 Floor, damp mop 1x**

Task Minutes: 13.02 Task Description:

Unit Of Measure: per 1000 Sq Ft Damp wipe floors with approved solution and mop

Category:

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Make sure floor is ready for damp mopping (free of debris and dirt).

3. Place 'wet floor' signs in appropriate locations.

4. Outline the area you are mopping. Mop outlined area using a 'figure 8' motion. Ensure

complete coverage of floor.

5. Remove dirty mop head and replace with new mop head from bucket of solution.

6. Empty dirty solution from bucket as needed and refill with clean solution.

**121.2 Floor, damp mop 2x**

Task Minutes: 13.02 Task Description:

Unit Of Measure: per 1000 Sq Ft Damp wipe floors with approved solution and mop

Category:

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Make sure floor is ready for damp mopping (free of debris and dirt).

3. Place 'wet floor' signs in appropriate locations.

4. Outline the area you are mopping. Mop outlined area using a 'figure 8' motion. Ensure

complete coverage of floor.

5. Remove dirty mop head and replace with new mop head from bucket of solution.

6. Empty dirty solution from bucket when needed and refill with clean solution.

**131 Floor, damp mop corners & edges**

Task Minutes: 4.80 Task Description:

Unit Of Measure: per 1000 Sq Ft Damp mop corners and edges following floor scrubbing with automatic floor scrubber in

Category: corridors, dayrooms, etc where automatic walk behind or ride on scrubber is used

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Mop edges and corners. Ensure all corners, edges and baseboards are mopped and the

floor is free of excess cleaning solution

4. Replace mop head when it is dirty.

5. Empty dirty solution from bucket as necessary and refill with clean solution.

**131.1 Floor, damp mop corners & edges 1x**

Task Minutes: 4.80 Task Description:

Unit Of Measure: per 1000 Sq Ft Damp mop corners and edges following floor scrubbing with automatic floor scrubber in

Category: corridors, dayrooms, etc where automatic walk behind or ride on scrubber is used

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Mop edges and corners. Ensure all corners, edges and baseboards are mopped and the

floor is free of excess cleaning solution

4. Replace mop head when it is dirty.

5. Empty dirty solution from bucket when needed and refill with clean solution.

**132 Floor, hard floor spot & spill removal**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft When floor is not being damp mopped, spot mop to clean up spills.

Category:

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Make sure floor is ready for damp mopping (free of debris and dirt).

3. Place 'wet floor' signs in appropriate locations.

4. Spot mop spills.

5. Remove mop head and replace with new mop head from bucket for more solution.

6. Empty dirty solution bucket and refill with cleaning solution when needed.

**132.1 Floor, hard floor spot & spill removal 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft When floor is not being damp moped, spot mop to clean up spills.

Category:

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Make sure floor is ready for damp mopping (free of debris and dirt).

3. Place 'wet floor' signs in appropriate locations.

4. Spot mop to clean up spills

5. Remove mop head and replace with new mop head from bucket for more solution.

6. Empty dirty bucket and refill with cleaning solution to bucket when needed.

**132.2 Floor, hard floor spot & spill removal 2x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft When floor is not being damp mopped, spot mop to clean up spills.

Category:

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Make sure floor is ready for damp mopping (free of debris and dirt).

3. Place 'wet floor' signs in appropriate locations.

4. Spot mop to clean up spills

5. Remove mop head and replace with new mop head from bucket for more solution.

6. Empty dirty bucket and refill with cleaning solution when needed.

**141 Floor, damp mop stairs w/ bucket & wringer**

Task Minutes: 36.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Damp mopping of stairs

Category:

Task Type:

Task Instructions:

1. Place cleaning solution in mop bucket.

2. Make sure floor is ready for damp mopping (free of debris and dirt).

3. Place 'wet floor' signs in appropriate locations.

4. Starting at the top of the stairs, mop each step and landing.

5. Replace mop head and put new mop head on mop for more solution.

6. Empty dirty solution and refill with cleaning solution as needed.

**161 Floor, Spray w/hose & squeegee to drain**

Task Minutes: 41.70 Task Description:

Unit Of Measure: per 1000 Sq Ft Spray floor with water using hose and squeegee water to drain.

Category:

Task Type:

Task Instructions:

1. Remove all items which should not be sprayed with water

2. Spray floor.

3. Squeegee water to drain.

4. If necessary pick up remaining water with mop.

**161.1 Floor, Spray w/hose & squeegee to drain 1x**

Task Minutes: 41.70 Task Description:

Unit Of Measure: per 1000 Sq Ft Spray floor with water using hose and squeegee water to drain.

Category:

Task Type:

Task Instructions:

1. Remove all items which should not be sprayed with water

2. Spray floor.

3. Squeegee water to drain.

4. If necessary pick up remaining water with mop.

**161.1 Floor, Spray w/hose & squeegee to drain 2x**

Task Minutes: 41.70 Task Description:

Unit Of Measure: per 1000 Sq Ft Spray floor with water using hose and squeegee water to drain.

Category:

Task Type:

Task Instructions:

1. Remove all items which should not be sprayed with water

2. Spray floor.

3. Squeegee water to drain.

4. If necessary pick up remaining water with mop.

**181 Floor, scrub w/175 RPM & vacuum pick up**

Task Minutes: 52.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Scrub floor with 175 RPM machine and approved solution. Pick up solution using wet

Category: vac

Task Type:

Task Instructions:

1. Place wet floor signs in appropriate locations as close to work area as possible.

2. Place protective guard around floor scrubber to prevent splatter from getting on walls.

3. Conduct equipment safety checks, plug in scrubber. NOTE - DO NOT unplug client

equipment.

4. Transfer appropriate solution from mop bucket to floor, without wringing the mop. Evenly

spread solution on floor.

5. Using the appropriate color pad for the task, scrub floor, overlapping passes, to ensure

complete coverage.

6. Use a hand scrubbing tool for the corners and areas the scrubbing machine cannot reach.

Use wet vacuum to pick-up dirty solution.

**191 Floor, auto scrub w/27" walk behind**

Task Minutes: 5.40 Task Description:

Unit Of Measure: per 1000 Sq Ft Floor Scrubbing with 27" walk behind scrubber

Category:

Task Type:

Task Instructions:

1. Place wet floor signs in appropriate locations as close to work area as possible.

2. Conduct equipment safety checks to ensure it is in proper working order, fill solution tank

with proper solution.

3. Place protective guard around floor scrubber to prevent splatter from getting on walls.

4. Properly "prep" the floor, by removing all items that can be safely moved.

5. Using the appropriate color pad for the task, scrub floor in long paths, overlapping

passes, to ensure complete coverage.

6. Check squeegee on back of unit to ensure no water remains on floor.

7. Be careful not to leave wet edges on turns.

8. Empty recovery tanks as needed.

9. Flush solutions and recovery tanks when finished.

**191.1 Floor, auto scrub w/27" walk behind 1x**

Task Minutes: 5.40 Task Description:

Unit Of Measure: per 1000 Sq Ft Floor Scrubbing with 27" walk behind scrubber

Category:

Task Type:

Task Instructions:

1. Place wet floor signs in appropriate locations as close to work area as possible.

2. Conduct equipment safety checks to ensure it is in proper working order, fill solution tank

with proper solution.

3. Place protective guard around floor scrubber to prevent splatter from getting on walls.

4. Properly "prep" the floor, by removing all items that can be safely moved.

5. Using the appropriate color pad for the task, scrub floor in long paths, overlapping

passes, to ensure complete coverage.

6. Check squeegee on back of unit to ensure no water remains on floor.

7. Be careful not to leave wet edges on turns.

8. Empty recovery tanks as needed.

9. Flush solutions and recovery tanks when finished.

**201 Floor, auto scrub w/32" rider**

Task Minutes: 2.94 Task Description:

Unit Of Measure: per 1000 Sq Ft Floor Scrubbing with 32" ride on scrubber

Category:

Task Type:

Task Instructions:

1. Properly "prep" the floor, by removing all items that can be safely moved.

2. Conduct equipment safety checks to ensure it is in proper working order, fill solution tank

with proper solution.

3. Using the appropriate color pad for the task, scrub floor in long paths, overlapping

passes, to ensure complete coverage.

4. Be careful not to leave wet edges on turns.

5. Empty recovery tanks as needed.

6. Flush solutions and recovery tanks when finished.

**201.1 Floor, auto scrub w/32" rider 1x**

Task Minutes: 2.94 Task Description:

Unit Of Measure: per 1000 Sq Ft Floor Scrubbing with 32" ride on scrubber

Category:

Task Type:

Task Instructions:

1. Properly "prep" the floor, by removing all items that can be safely moved.

2. Conduct equipment safety checks to ensure it is in proper working order, fill solution tank

with proper solution.

3. Using the appropriate color pad for the task, scrub floor in long paths, overlapping

passes, to ensure complete coverage.

4. Be careful not to leave wet edges on turns.

5. Empty recovery tanks as needed.

6. Flush solutions and recovery tanks when finished.

**221 Floor, Wet pick up w/tank type vacuum**

Task Minutes: 20.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Pick up solution with tank type wet vacuum using hand held wand

Category:

Task Type:

Task Instructions:

1. Place ‘wet floor signs in appropriate locations as close to work area as possible.

2. Conduct equipment safety checks to ensure it is in proper working order, set up the

equipment for operation.

3. With the vacuum on, push/pull the squeegee to pick up the solution. Work with the

squeegee in front of you, to avoid any unnecessary traffic through the solution.

4. Mop edges, corners, base board and doors. Ensure all areas are mopped and floor is free

of excess cleaning solution.

**231 Floor, Burnish/Polish w/20" elec. Fl. Machine**

Task Minutes: 4.80 Task Description:

Unit Of Measure: per 1000 Sq Ft Burnish floor with high speed electric burnisher.

Category:

Task Type:

Task Instructions:

1. Ensure floor is properly "prepped" - Dust mopped, scrubbed/damp mopped, prior to

burnishing.

2. Conduct equipment safety checks to ensure it is in proper working order, and that a clean

and correct color burnishing pad is installed.

3. Place a clean burnishing pad on the machine.

4. Burnish floor. This is a high speed, dry operation, designed to polish the floor. Burnish in

long paths.

**232 Floor, Burnish entryway w/20" elec. Fl.Machine**

Task Minutes: 4.80 Task Description:

Unit Of Measure: per 1000 Sq Ft Burnish entryway floor in resident rooms with high speed electric burnisher

Category:

Task Type:

Task Instructions:

1. Ensure floor is properly "prepped" - Dust mopped, scrubbed/damp mopped, prior to

burnishing.

2. Conduct equipment safety checks to ensure it is in proper working order and a clean and

correct color burnishing pad is installed.

3. Place a clean burnishing pad on the machine.

4. Burnish floor. This is a high speed, dry operation, designed to polish the floor. Burnish in

long paths.

5. Dust mop floor again, to clean-up dust particles generated by the burnishing operation.

**241 Floor, Burnish/Polish w/27" ride on Fl Machine**

Task Minutes: 2.72 Task Description:

Unit Of Measure: per 1000 Sq Ft Burnish floor with high speed ride on burnisher

Category:

Task Type:

Task Instructions:

1. Ensure floor is properly "prepped" - Dust mopped, scrubbed/dap mopped, prior to

burnishing.

2. Conduct equipment safety checks, to ensure it is in proper working order and a clean and

correct color burnishing pad is installed.

3. Place a clean burnishing pad on the machine.

4. Burnish floor. This is a high speed, dry operation, designed to polish the floor.

**251 Floor, stripping & vacuum pick up**

Task Minutes: 100.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Strip floor with 175 RPM floor machine and tank type vacuum (14" tool) pick up stripping

Category:

Task Type:

Task Instructions:

Strip floor:

1. Properly "prep" the floor, by removing all items that can be safely moved.

2. Place protective guard around floor stripper machine - to prevent splatter from getting on

walls.

3. Transfer solution from mop bucket to floor, without wringing the mop. Evenly spread

solution on floor. NOTE: Floor needs to be cleaned, dust mopped or swept before this

task.

4. Conduct equipment safety checks to ensure it is in proper working order, plug in scrubber.

NOTE - DO NOT unplug client equipment.

5. Using the appropriate color pad for the task, scrub floor, overlapping passes, to ensure

complete coverage.

6. Use a hand scrubbing tool for the corners and areas the scrubbing machine cannot reach

Vacuum stripping solution:

1. Use wet vacuum to pick-up dirty solution.

**261 Floor, Terrazzo marbleizing w/sanding screen**

Task Minutes: 84.60 Task Description:

Unit Of Measure: per 1000 Sq Ft Prepare terrazzo floor prior to initial use of 3M Marble Enhancer w/3M Sanding Screen. Polish

Category: floors w/4000 Polish Pad.

Task Type:

Task Instructions:

1. Prepare terrazzo floor prior to initial use of 3M Marble Enhancer

a) Dust mop floor

b) If floors are heavily soiled, damp mop floor and allow to dry

c) Remove multiple layers of finishes, waxes, crystallizers with wax and other

contaminants

d) Use 3M marble sanding screen with appropriate floor machine

e) The 3M Marble Sanding Screen is used with water during this procedure

f) Dust mop floors

2. Select a 2 x 3 foot area.

3. Apply 3M Marble Enhancer to floor with a trigger spray bottle.

NOTE: Apply only enough Enhancer to uniformly cover the area selected.

4. Immediately spread the Enhancer with 175 rpm floor machine using the appropriate stone

care pad 3M 4000 Stone Polish Pad.

5. Buff area completely using circular motion, overlapping areas already polished.

6. Repeat step 5 until the desired appearance is achieved. NOTE: If noticeable gloss

increase does not occur after three applications of product, the surface may not have been

adequately prepared or completely dried before polishing.

7. Move to an adjacent area and repeat steps 2-6.

**262 Floor, Terrazzo marbleizing w/Renew Pad**

Task Minutes: 75.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean terrazzo floor with 3M Marble Enhancer and 5200 Stone Renew Pad. Polish floors

Category: w/4000 Polish Pad.

Task Type:

Task Instructions:

1. Spray clean honed or dull terrazzo floors

a) Dust mop floor

b) If floors are heavily soiled, damp mop floor and allow to dry

c) Use 3M 5200 3M Stone Renew Pad and 3M Marble Enhancer with appropriate floor

machine

2. Dust mop floors

3. Select a 2 x 3 foot area.

4. Apply 3M Marble Enhancer to floor with a trigger spray bottle. NOTE: Apply only enough

Enhancer to uniformly cover the area selected.

5. Immediately spread the Enhancer with 175 rpm floor machine using the appropriate stone

care pad (3M 4000 Stone Polish Pad).

6. Buff area completely using circular motion, overlapping areas already polished.

7. Repeat step 5 until the desired appearance is achieved.

NOTE: If noticeable gloss increase does not occur after three applications of product, the

surface may not have been adequately prepared or completely dried before polishing.

**271 Floor, finish or sealer - Lay 1 coat**

Task Minutes: 13.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Refinish floor with one coats of approved floor finish.

Category:

Task Type:

Task Instructions:

1. Using a clean mop, remove the excess wax by applying a downward pressure in the

wringer. Remember to leave some wax in the mop, to apply to the floor.

2. Beginning in the furthest corner from the door, outline the area you are applying wax too.

Fill in the outlined area, using a 'figure 8' mopping motion.

3. Return to the mop bucket for more wax as necessary. Use enough wax to ensure even

coverage, but not so much it pools.

4. Work towards the door, until entire floor is covered.

**272 Floor, finish or sealer - Lay 2 coats**

Task Minutes: 24.60 Task Description:

Unit Of Measure: per 1000 Sq Ft Refinish floor with two coats of approved floor finish.

Category:

Task Type:

Task Instructions:

1. Using a clean mop, remove the excess wax by applying a downward pressure in the

wringer. Remember to leave some wax in the mop, to apply to the floor.

2. Beginning in the furthest corner from the door, outline the area you are applying wax too.

Fill in the outlined area, using a 'figure 8' mopping motion.

3. Return to the mop bucket for more wax as necessary. Use enough wax to ensure even

coverage, but not so much that it pools.

4. Work towards the door, until entire floor is covered.

5. Allow to dry completely.

**273 Floor, finish or sealer - Lay 3 coats**

Task Minutes: 36.90 Task Description:

Unit Of Measure: per 1000 Sq Ft Refinish floor with three coats of approved floor finish.

Category:

Task Type:

Task Instructions:

1. Using a clean mop, remove the excess wax by applying a downward pressure in the

wringer. Remember to leave some wax in the mop, to apply to the floor.

2. Beginning in the furthest corner from the door, outline the area you are applying wax too.

Fill in the outlined area, using a 'figure 8' mopping motion.

3. Return to the mop bucket for more wax as necessary. Use enough wax to ensure even

coverage, but not so much that it pools.

4. Work towards the door, until entire floor is covered.

5. Allow to dry completely.

**274 Floor, finish or sealer - Lay 4 coats**

Task Minutes: 49.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Refinish floor with four coats of approved floor finish.

Category:

Task Type:

Task Instructions:

1. Using a clean mop, remove the excess wax by applying a downward pressure in the

wringer. Remember to leave some wax in the mop, to apply to the floor.

2. Beginning in the furthest corner from the door, outline the area you are applying wax too.

Fill in the outlined area, using a 'figure 8' mopping motion.

3. Return to the mop bucket for more wax as necessary. Use enough wax to ensure even

coverage, but not so much that it pools.

4. Work towards the door, until entire floor is covered.

5. Allow to dry completely.

**275 Floor, finish or sealer - Lay 5 coats**

Task Minutes: 61.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Refinish floor with five coats of approved floor finish.

Category:

Task Type:

Task Instructions:

1. Using a clean mop, remove the excess wax by applying a downward pressure in the

wringer. Remember to leave some wax in the mop, to apply to the floor.

2. Beginning in the furthest corner from the door, outline the area you are applying wax too.

Fill in the outlined area, using a 'figure 8' mopping motion.

3. Return to the mop bucket for more wax as necessary. Use enough wax to ensure even

coverage, but not so much it pools.

4. Work towards the door, until entire floor is covered.

5. Allow to dry completely.

**291 Carpet, vacuum - 16" upright**

Task Minutes: 14.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Detail vacuum carpet with 16" upright vacuum cleaner

Category: General tasks

Task Type: Vacuuming/Carpet care

Task Instructions:

1. Conduct equipment safety checks to ensure equipment is in proper working order and that

the filters are serviceable.

2. Remove any large debris that would clog the vacuum.

3. Plug vacuum in. NOTE: DO NOT unplug any client equipment.

4. Move furniture and waste containers to have access to the floor.

**291.1 Carpet, vacuum - 16" upright 1x**

Task Minutes: 14.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Detail vacuum carpet with 16" upright vacuum cleaner

Category:

Task Type:

Task Instructions:

1. Conduct equipment safety checks to ensure equipment is in proper working order and that

the filters are serviceable.

2. Remove any large debris that would clog the vacuum.

3. Plug vacuum in. NOTE: DO NOT unplug any client equipment.

4. Move furniture and waste containers to have access to the floor.

**292 Carpet, vacuum - 32" upright**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Detail vacuum carpet with 32" upright vacuum cleaner

Category:

Task Type:

Task Instructions:

1. Conduct equipment safety checks to ensure equipment is in proper working order and that

the filters are serviceable.

2. Remove any large debris that would clog the vacuum.

3. Plug vacuum in. NOTE: DO NOT unplug any client equipment.

4. Move furniture and waste containers to have access to the floor.

**331 Carpet, sweep litter w/Hoky**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Sweep carpet where necessary with carpet sweeper (hoky)

Category:

Task Type:

Task Instructions:

1. Conduct equipment safety checks to ensure equipment is in proper working order and that

the debris tray is empty.

2. Remove any large debris from floor that would clog the sweeper.

3. Move furniture and waste containers to have access to the floor.

**331.1 Carpet, sweep litter w/Hoky 1x**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Sweep carpet where necessary with carpet sweeper (hoky)

Category:

Task Type:

Task Instructions:

1. Conduct equipment safety checks to ensure equipment is in proper working order and that

the debris tray is empty.

2. Remove any large debris from floor that would clog the sweeper.

3. Move furniture and waste containers to have access to the floor.

**331.2 Carpet, sweep litter w/Hoky 2x**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Sweep carpet where necessary with carpet sweeper (hoky)

Category:

Task Type:

Task Instructions:

1. Conduct equipment safety checks to ensure equipment is in proper working order and that

the debris tray is empty.

2. Remove any large debris from floor that would clog the sweeper.

3. Move furniture and waste containers to have access to the floor.

**341 Carpet, spot clean**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Cleaning of carpet spots

Category: General tasks

Task Type: Wiping/Spot cleaning

Task Instructions:

NOTE: Carpet needs to be vacuumed prior to this task.

NOTE - DO NOT vacuum if there is standing liquid.

1. Determine type of substance that caused the spot.

2. Follow directions for the product being used for each particular spot.

3. Apply appropriate carpet spot cleaning chemical as determined by substance that caused

the spot.

4. Blot-up standing liquid with an absorbent cloth. Allow to cleaning solution to penetrate for a

few minutes.

5. Work towards the center of the spot, to prevent spreading the stain.

6. Rinse with clean water to remove chemical residue.

**342 Carpet, spot clean 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Cleaning of carpet spots

Category:

Task Type:

Task Instructions:

NOTE: Carpet needs to be vacuumed prior to this task.

NOTE - DO NOT vacuum if there is standing liquid.

1. Determine type of material that caused the spot.

2. Follow directions for the product being used for each particular spot.

3. Apply appropriate carpet spot cleaning chemical as determined by material that caused

the spot.

4. Blot-up standing liquid with an absorbent cloth. Allow cleaning solution to penetrate for a

few minutes.

5. Work towards the center of the spot, to prevent spreading the stain.

6. Rinse with clean water to remove chemical residue.

**361 Carpet extract, 20" self contained/propelled**

Task Minutes: 11.60 Task Description:

Unit Of Measure: per 1000 Sq Ft Extract carpet in obstructed area such as offices, conference rooms, etc. using 20" Self

Category: Project Contained/Self Propelled Extractor.

Task Type: Carpet Extraction

Task Instructions:

1. Conduct equipment safety checks to ensure equipment is in proper working order.

2. Remove items from floor.

3. Vacuum carpet.

4. Spot clean or pre-treat carpet.

5. Extract carpet.

6. Place carpet fan in room to completely dry carpet.

7. When carpet is dry, return items removed from floor.

**401 Restroom - fully clean (by sq.ft.)**

Task Minutes: 66.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Complete cleaning of restroom facility

Category: General tasks

Task Type: Restroom Cleaning

Task Instructions:

1. Pick up trash. Reline container as required.

2. Police floor with lobby broom and pan.

3. Check and refill dispensers as needed.

4. Dust all surfaces.

5. Clean/sanitize all surfaces with disinfectant solution - Dry chrome to prevent spotting.

6. Clean mirrors with glass cleaner only.

7. Spot clean all windows.

8. Flush toilets and urinals.

9. Wet mop the floor with disinfectant solution.

Note: Some resident rooms have risers attached to the toilets or the toilet seats. Due to the

different brands and styles housekeeping is to clean and disinfect to the best of their ability.

Nursing or maintenance may have to provide assistance in removing these seats to

properly clean some risers. Contact supervisor on procedure to clean various types of riser

toilet seats.

**402 Restroom - Fully clean (\*)**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per toilet, sink, and urinal Complete cleaning of restroom facility

Category: General tasks

Task Type: Restroom Cleaning

Task Instructions:

1. Pick up trash. Reline container as required.

2. Police floor with lobby broom and pan.

3. Check and refill dispensers as needed.

4. Dust all surfaces.

5. Clean/sanitize all surfaces with disinfectant solution - Dry chrome to prevent spotting.

6. Clean mirrors with glass cleaner only.

7. Spot clean all windows.

8. Flush toilets and urinals.

9. Wet mop the floor with disinfectant solution.

Note: Some resident rooms have risers attached to the toilets or the toilet seats. Due to the

different brands and styles housekeeping is to clean and disinfect to the best of their ability.

Nursing or maintenance may have to provide assistance in removing these seats to

properly clean some risers. Contact supervisor on procedure to clean various types of riser

toilet seats.

**402.1 Restroom - Fully clean (\*) 1x**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per toilet, sink, and urinal Complete cleaning of restroom facility

Category: General tasks

Task Type: Restroom Cleaning

Task Instructions:

1. Pick up trash. Reline container as required.

2. Police floor with lobby broom and pan.

3. Check and refill dispensers as needed.

4. Dust all surfaces.

5. Clean/sanitize all surfaces with disinfectant solution - Dry chrome to prevent spotting.

6. Clean mirrors with glass cleaner only.

7. Spot clean all windows.

8. Flush toilets and urinals.

9. Wet mop the floor with disinfectant solution.

Note: Some resident rooms have risers attached to the toilets or the toilet seats. Due to the

different brands and styles housekeeping is to clean and disinfect to the best of their ability.

Nursing or maintenance may have to provide assistance in removing these seats to

properly clean some risers. Contact supervisor on procedure to clean various types of riser

toilet seats.

**402.2 Restroom - Fully clean (\*) 2x**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per # Units Complete cleaning of restroom facility

Category: General tasks

Task Type: Restroom Cleaning

Task Instructions:

1. Pick up trash. Reline container as required.

2. Police floor with lobby broom and pan.

3. Check and refill dispensers as needed.

4. Dust all surfaces.

5. Clean/sanitize all surfaces with disinfectant solution - Dry chrome to prevent spotting.

6. Clean mirrors with glass cleaner only.

7. Spot clean all windows.

8. Flush toilets and urinals.

9. Wet mop the floor with disinfectant solution.

Note: Some resident rooms have risers attached to the toilets or the toilet seats. Due to the

different brands and styles housekeeping is to clean and disinfect to the best of their ability.

Nursing or maintenance may have to provide assistance in removing these seats to

properly clean some risers. Contact supervisor on procedure to clean various types of riser

toilet seats.

**402.3 Restroom - Fully clean Shelter Restroom**

Task Minutes: 30.00 Task Description:

Unit Of Measure: per # Units Clean Restrooms when instructed

Category:

Task Type:

Task Instructions:

Initial cleaning in the spring:

1. Remove all supplies.

2. Power wash all horizontal and vertical surfaces.

3. Wipe walls, stalls, fixtures and dispensers.

4. Restock all supplies as required.

**402.4 Restroom - Routine clean Shelter Restroom**

Task Minutes: 20.00 Task Description:

Unit Of Measure: per # Units Clean Restrooms when instructed

Category:

Task Type:

Task Instructions:

When requested perform following steps:

1. Remove all waste and debris

2. Clean all surfaces.

3. Wipe all surfaces.

4. Refill all dispensers.

5. Mop floor.

**403 Restroom - Routine Policing (by sq.ft.)**

Task Minutes: 32.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Police and spot clean restroom facility

Category: Policing tasks

Task Type: Restroom Cleaning

Task Instructions:

1. Pick up trash and reline container as necessary.

2. Police floor with lobby broom and pan when debris is visible.

3. Check and refill dispensers as needed.

4. With disinfectant solution, damp wipe visible spots on all surfaces.

5. Spot clean mirrors.

6. Spot mop floor with disinfectant solution.

**404 Restroom - Routine Policing (\*)**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per toilet, sink, and urinal Police and spot clean restroom facility

Category: Policing tasks

Task Type: Restroom Cleaning

Task Instructions:

1. Pick up trash and reline container as necessary.

2. Police floor with lobby broom and pan when debris is visible.

3. Check and refill dispensers as needed.

4. With disinfectant solution, damp wipe visible spots on all surfaces.

5. Spot clean mirrors.

6. Spot mop floor with disinfectant solution.

**404.1 Restroom - Routine Policing (\*) 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per toilet, sink, and urinal Police and spot clean restroom facility

Category:

Task Type:

Task Instructions:

1. Pick up trash and reline container as necessary.

2. Police floor with lobby broom and pan when debris is visible.

3. Check and refill dispensers as needed.

4. With disinfectant solution, damp wipe visible spots on all surfaces.

5. Spot clean mirrors.

6. Spot mop floor with disinfectant solution.

**411 Restroom - Fully clean (by sq.ft.), Kaivac**

Task Minutes: 66.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Complete cleaning of restroom facility using Kaivac unit

Category:

Task Type:

Task Instructions:

1. Prepare Kaivac for cleaning of restroom facilities per manufacturer instruction.

NOTE: All safety precautions must be followed and all personal safety equipment shall be

worn as per instruction and manufacturer's recommendations.

2. With low water pressure, presoak all sinks, toilets & urinals. Make sure that all outside

surfaces including piping are also presoaked.

3. With low water pressure, presoak wall and other vertical surfaces, including showers when

present. Avoid direct spraying of paper towel, toilet paper dispensers and plaster walls

4. With low water pressure, presoak floor surfaces.

5. Following the same pattern, with high water pressure, rinse all presoaked surfaces.

6. With window squeegee, squeegee all excess water from mirrors and all stainless steel

surfaces.

7. Squeegee cleaning solution off floor to floor drains or vacuum the cleaning solution with

floor tool provided with the Kaivac unit.

8. Clean Kaivac unit as per instruction and/or manufacturer's recommendation.

**412 Restroom - Fully clean (\*), Kaivac**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per # Units Complete cleaning of restroom facility using Kaivac unit

Category:

Task Type:

Task Instructions:

1. Prepare Kaivac for cleaning of restroom facilities per manufacturer instruction.

NOTE: All safety precautions must be followed and all personal safety equipment shall be

worn as per instruction and manufacturer's recommendations.

2. With low water pressure, presoak all sinks, toilets & urinals. Make sure that all outside

surfaces including piping are also presoaked.

3. With low water pressure, presoak wall and other vertical surfaces, including showers when

present. Avoid direct spraying of paper towel, toilet paper dispensers and plaster walls

4. With low water pressure, presoak floor surfaces.

5. Following the same pattern, with high water pressure, rinse all presoaked surfaces.

6. With window squeegee, squeegee all excess water from mirrors and all stainless steel

surfaces.

7. Squeegee cleaning solution off floor to floor drains or vacuum the cleaning solution with

floor tool provided with the Kaivac unit.

8. Clean Kaivac unit as per instruction and/or manufacturer's recommendation.

**421 Bathtub Room - fully clean (\*)**

Task Minutes: 6.24 Task Description:

Unit Of Measure: per bathtub Clean/sanitize bathtub room

Category:

Task Type:

Task Instructions:

NOTE: Porta tubs and other specialty tubs are the responsibility of nursing to clean.

1. Dust all surfaces.

2. Pick up trash and reline container as necessary.

3. Clean/sanitize all surfaces.

4. Check and refill dispensers.

5. Wet mop the floor with disinfectant solution.

**422 Bathtub: damp wipe (\*)**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per bathtub Clean bath tub with approved germicidal detergent

Category:

Task Type:

Task Instructions:

NOTE: Porta tubs and other specialty tubs are the responsibility of nursing to clean.

1. Clean/sanitize all surfaces.

2. Sanitize all fixtures with a damp cloth.

**423 Bathtub fixtures: damp wipe (\*)**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per bathtub Clean bath tub fixtures with approved germicidal detergent

Category:

Task Type:

Task Instructions:

NOTE: Porta tubs and other specialty tubs are the responsibility of nursing to clean.

1. Sanitize all surfaces.

**431 Shower Room - fully cleaned per unit (\*)**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per shower unit Clean/sanitize shower room

Category:

Task Type:

Task Instructions:

NOTE: Porta tubs and other specialty tubs are the responsibility of nursing to clean.

1. Pick up trash and reline container as necessary.

2. Check and refill dispensers

3. Dust all surfaces.

4. Police floor with lobby broom and pan

5. Use deck brush to clean shower floor.

6. Clean/sanitize all surfaces with disinfectant solution.

7. Clean mirrors with glass cleaner only.

**432 Shower stall, damp wipe (\*)**

Task Minutes: 1.50 Task Description:

Unit Of Measure: per shower unit Clean shower stall with approved germicidal detergent

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces with disinfectant solution.

2. Scrub shower floor with deck brush.

**433 Shower fixture: damp wipe (\*)**

Task Minutes: .67 Task Description:

Unit Of Measure: per shower unit Clean shower fixtures with approved germicidal detergent

Category:

Task Type:

Task Instructions:

1. Clean/sanitize shower head and wipe dry.

2. Clean/sanitize hose and wipe dry.

**434 Shower room - fully clean (by sq. ft.)**

Task Minutes: 40.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean and sanitize shower room.

Category:

Task Type:

Task Instructions:

NOTE: Porta tubs and other specialty tubs are the responsibility of nursing to clean.

1. Pick up trash and reline container as necessary.

2. Check and refill dispensers

3. Dust all surfaces.

4. Police floor with lobby broom and pan

5. Use deck brush to clean shower floor.

6. Clean/sanitize all surfaces with disinfectant solution.

7. Clean mirrors with glass cleaner only.

**436 Shower Area - Foam with Acid Cleaner**

Task Minutes: 6.66 Task Description:

Unit Of Measure: per 1000 Sq Ft Using a hose and foam sprayer attachment cover area in foam.

Category:

Task Type:

Task Instructions:

1. Using a hose and foam sprayer attachment foam down shower floors and walls.

2. Allow time for foam to disinfect area.

3. Scrub floor with deck brush.

**436.1 Shower Area - Rinse Off Acid Foam**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft After foam has had chemical reaction time on surface; using a hose with a spray device,

Category: rinse area of foam.

Task Type:

Task Instructions:

1. Rinse foam and acid cleaner off walls and floor.

2. Use a cloth to wipe off walls and fixtures.

**441 Shower/Bath Room - Fully clean (\*)**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per # Units Clean/sanitize bathtub room

Category:

Task Type:

Task Instructions:

BATH TUB ROOM:

1. Dust surfaces.

2. Spot clean/sanitize.

NOTE: Do not use the same rags/sponge used when cleaning tub/shower rooms to clean

other types of areas/room.

SHOWER ROOM

1. Dust surfaces.

2) Clean/sanitize surfaces. Use germicidal detergent solution when cleaning stools and sinks.

NOTE: Do not use the same rags/sponge used when cleaning tub/shower rooms to clean

other of areas/room.

3. Check and refill all dispensers.

**441.1 Shower/Bath/RR - Fully clean (\*), Kaivac**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per # Units Complete cleaning of shower/bath tub rooms using Kaivac unit

Category:

Task Type:

Task Instructions:

1. Prepare Kaivac for cleaning of restroom facilities per manufacturer instruction.

NOTE: All safety precautions must be followed and all personal safety equipment must

be worn as per instruction and manufacturer's recommendations.

2. With low water pressure, presoak sinks, toilets & urinals. Make sure that all outside

surfaces including piping are also presoaked.

3. With low water pressure, presoak wall and other vertical surfaces, including showers and

bath tubs when present. Avoid direct spraying of paper towel and toilet paper

dispensers.

4. With low water pressure, presoak floor surfaces.

5. Following the same pattern, with high water pressure, rinse all presoaked surfaces.

6. With window squeegee, squeegee all excess water from mirrors and all stainless steel

surfaces.

7. Squeegee cleaning solution off floor to floor drains or vacuum the cleaning solution with

floor tool provided with the Kaivac unit.

8. Clean Kaivac unit as per instruction and/or manufacturer's recommendation.

**451 Sink, clean (\*)**

Task Minutes: 1.02 Task Description:

Unit Of Measure: per slop sink Clean sink and sink fixture with approved germicidal detergent

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all sink surfaces

2. If necessary, use a soft scrubbing pad for stains.

3. Wipe clean with a clean, absorbent cloth.

**451.1 Sink, damp wipe (\*)**

Task Minutes: .25 Task Description:

Unit Of Measure: per full sink Damp wipe sink and sink fixture with approved germicidal detergent

Category:

Task Type:

Task Instructions:

1. Using a damp cloth with disinfectant solution on it wipe off all surfaces of sink.

**451.2 Sink, flushing 1x per month**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per full sink Flush disinfectant solution down over flow of sinks

Category:

Task Type:

Task Instructions:

1. Fill squirt bottle with germicidal solution.

2. Place squirt bottle into over flow hole in sink.

3. Squirt 1 cup of diluted solution into over flow hole.

**452 Sink, fixtures: damp wipe (\*)**

Task Minutes: .67 Task Description:

Unit Of Measure: per full sink Damp wipe sink and sink fixture, including counter top where present, with approved

Category: germicidal detergent

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Sanitize all fixtures with a damp cloth.

3. Wipe off all accessible plumbing under sink.

4. Pour disinfectant solution down over flow in sink and drain.

**453 Sink, scrub, damp wipe (\*)**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per full sink Clean/scrub sink and sink fixtures.

Category:

Task Type:

Task Instructions:

1. Clean/sanitize sink.

2. Apply cleaning solution to sink and counter with trigger spray bottle.

3. Scrub all sink surfaces with approved soft scrubbing pad.

4. Clean/sanitize all faucets and pipes.

5. Wipe clean with a clean, absorbent cloth.

6. Clean/disinfect all surfaces, tops, sides, and underneath of commodes and all attached

hardware and fixtures.

7. Dry chrome to prevent spotting.

**454 Dispensers, sanitize and refill**

Task Minutes: .50 Task Description:

Unit Of Measure: per dispenser Sanitize and refill all dispensers

Category:

Task Type:

Task Instructions:

1. Open dispenser.

2. Sanitize all surfaces.

3. Refill dispensers.

**454.1 Dispensers, sanitary napkin dispensers fill**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per dispenser Filling Sanitary Napkin Dispensers

Category:

Task Type:

Task Instructions:

1. Once per month designated worker will check out the sanitary napkin dispenser keys from

supervisor.

2. Get a supply of sanitary napkins and tampons.

3. Go to designated area:

a) Unlock and fill machines

b) Wipe dust from inside dispenser

c) Unlock the money holder and remove money from money tray

d) Make sure the containers are locked when completed

4. When designated areas are completed, return unused supplies. Turn in money and keys

to supervisor.

**455 Mirror, complete clean**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Completely wash mirror surface

Category:

Task Type:

Task Instructions:

1. Properly mix cleaning solution.

2. Apply cleaning solution to mirror with a trigger sprayer or applicator.

3. Squeegee off solution

4. Wipe squeegee and bottom ledge of mirror with a clean, absorbent cloth or paper towel.

**455.1 Mirror, spot clean**

Task Minutes: .50 Task Description:

Unit Of Measure: per # Units Spot clean mirrors

Category:

Task Type:

Task Instructions:

1. Properly mix cleaning solution.

2. With a trigger sprayer spray cleaning solution to mirror where spots and stains are visible.

**456 Dispensers, Soap/Hand Sanitizer-Damp Wipe**

Task Minutes: .17 Task Description:

Unit Of Measure: per # Units Sanitize exterior and interior areas of soap and hand sanitizer dispensers

Category:

Task Type:

Task Instructions:

1. Use a damp cloth to clean exterior surfaces of dispensers.

2. Open dispenser use a damp cloth to clean interior surfaces.

3. With a damp cloth reach behind push pad and remove excess deposits of soap from back

side of push pad

NOTE: May need to remove push pad and catch tray, place in warm water, let soak, then

**461 Dust surfaces - Utility area**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in Utility area using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - lamb’s wool duster with extendable handle.

**461.1 Spot dust surfaces - Utility area**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in Utility area using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - lamb’s wool duster with extendable handle.

**462 Dust surfaces - Linen closet**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in clean and soiled linen closets using lambs wool duster with extendable

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - lamb’s wool duster with extendable handle.

**463 Dust surfaces - Laundry/trash chute room**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in laundry/trash chute room using lamb’s wool duster with extendable

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - lamb’s wool duster with extendable handle.

**463.1 Spot dust surfaces - Laundry/trash chute rm**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in laundry/trash chute room using lamb’s wool duster with extendable

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - lamb’s wool duster with extendable handle.

**464 Dust surfaces - Custodial closet**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in custodial closet using lamb’s wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - lamb’s wool duster with extendable handle.

**465 Dust surfaces - Misc. Storage Area**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in misc. storage areas/rooms using lambs wool duster with extendable

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - lamb’s wool duster with extendable handle.

**466 Dust surfaces - Beauty Shop**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in Clipper Corner/Beauty Shop using lamb’s wool duster with extendable

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - lamb’s wool duster with extendable handle.

**471 Dust surfaces - Resident room**

Task Minutes: 7.52 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in resident room using lambs wool duster with extendable handle.

Category: General tasks

Task Type: Dusting Surfaces

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

NOTE: Dust trapeze and over bed light - When the resident is not in bed

NOTE: If beds do not have wheels and you are unable to move the bed, dust the best you

can.

**472 Dust surfaces - Labs/Technical Rm.**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in labs using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

2. Clean furniture and equipment.

NOTE: X-ray viewer - top only

**472.1 Spot dust surfaces - Labs/Technical Rm.**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in labs using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

2. Spot clean furniture and equipment.

NOTE: X-ray viewer - top only

**473 Dust surfaces - Medicine/Treatment**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in medical/treatment rooms using lambs wool duster with extendable

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**473.1 Spot dust surfaces - Medicine/Treatment**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in medical/treatment rooms using lambs wool duster with extendable

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**476 Dust surfaces - Dayrooms**

Task Minutes: 8.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in Resident Day Room using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**476.1 Spot dust surfaces - Dayrooms 1x**

Task Minutes: 5.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in Resident Day Room using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**476.2 Spot dust surfaces - Dayrooms 2x**

Task Minutes: 5.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in Resident Day Room using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**477 Dust surfaces - Conference Room**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in conference rooms using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**477.1 Spot dust surfaces - Conference Room**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in conference room using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**481 Dust surfaces - Staff Lounges/Locker Rm**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in main lounges using lambs wool duster with extendable handle.

Category: General tasks

Task Type: Dusting Surfaces

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**481.1 Spot dust surfaces - Staff Lounges/Locker Rm**

Task Minutes: 3.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in lounge room using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**481.2 Spot dust surfaces-Staff Lounges/Locker Rm 1x**

Task Minutes: 3.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in lounge room using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**482 Dust surfaces - Galley/Kitchenette**

Task Minutes: 6.52 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in galley using lamb’s wool duster with extendable handle.

Category: General tasks

Task Type: Dusting Surfaces

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**482.1 Spot dust surfaces - Galley/Kitchenette**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in galley using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**482.2 Spot dust surfaces - Galley/Kitchenette 1x**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in galley using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**483 Dust surfaces - Off/Nursing stat.**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in offices, nursing stations, dictation rooms using lambs wool duster with

Category: General tasks extendable handle

Task Type: Dusting Surfaces

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**483.1 Spot dust surfaces - Off/Nursing stat. 1x**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in offices, nursing stations, dictation room using lambs wool duster

Category: with extendable handle

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**483.2 Spot dust surfaces - Off/Nursing stat. 2x**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in offices, nursing stations and dictation rooms using lambs wool

Category: duster with extendable handle

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**484 Dust surfaces - Hallways/Lobbies**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in hallways, lobbies using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**484.1 Dust surfaces - Hallways/Lobbies 1x**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in hallways, lobbies using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**484.2 Spot dust surfaces - Hallways/Lobbies**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in hallways, lobbies using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**484.3 Spot dust surfaces - Hallways/Lobbies 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in hallways, lobbies using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**484.4 Spot dust surfaces - Hallways/Lobbies 2x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in hallways, lobbies using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**485 Dust surfaces - LRC**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in LRC rooms using lamb’s wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**485.1 Spot dust surfaces - LRC**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in LRC rooms using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**485.2 Spot dust surfaces - LRC 1x**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in LRC rooms using lambs wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**486 Dust surfaces - Smoking room**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in smoking rooms using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**486.1 Spot dust surfaces - Smoking room**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot dust all surfaces in smoking rooms using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**487 Dust surfaces - Dining Room**

Task Minutes: 6.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in main dining room using lamb’s wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

Note: Dietary is responsible for cleaning inside serving area and to clean all surfaces of

tables and chairs in the Dining Room.

**487.1 Spot dust surfaces - Dining Room**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in main dining room using lamb’s wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

Note: Dietary is responsible for cleaning inside serving area and to clean all surfaces of

tables and chairs in the Dining Room.

**487.2 Spot dust surfaces - Dining Room 1x**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in main dining room using lamb’s wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

Note: Dietary is responsible for cleaning inside serving area and to clean all surfaces of

tables and chairs in the Dining Room.

**488 Dust surfaces - Personal Laundry Room**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust all surfaces in personal laundry room using lamb’s wool duster with extendable handle.

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**491 Dust surfaces - Stairways**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1 level stairway Dust all surfaces in stairways using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Dust all surfaces - using lambs wool duster with extendable handle.

**491.1 Spot dust surfaces - Stairways**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1 level stairway Spot dust all surfaces in stairways using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**491.1 Spot dust surfaces - Stairways 1x**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1 level stairway Spot dust all surfaces in stairways using lambs wool duster with extendable handle

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces - using lambs wool duster with extendable handle.

**493 Dust Venetian blinds (\*)**

Task Minutes: 1.98 Task Description:

Unit Of Measure: per Venetian blind Dusting Venetian blinds

Category:

Task Type:

Task Instructions:

1. Close blinds in one direction. Use a wool duster and wipe dust from top of blinds down.

2. Close blinds in opposite direction. Use a wool duster and wipe dust from top of blinds

**494 Blow Down task, Linen Rm.**

Task Minutes: 120.00 Task Description:

Unit Of Measure: per # Units Blow down dust in Linen Room

Category:

Task Type:

Task Instructions:

NOTE: All carts are to be covered before process begins - if they are not contact

Supervisor.

Perform following blow down tasks for:

a) Air vents

b) Light fixtures

c) Fans

d) Cabinets

e) Motors

f) Pipes

1. Use air hose to completely blow down all vents, pipes, lighting fixtures, equipment,

motors, and related hardware.

2. Sweep down all floors.

**495 Blow Down task, Laundry Rm.**

Task Minutes: 360.00 Task Description:

Unit Of Measure: per # Units Blow down dust in Laundry room.

Category:

Task Type:

Task Instructions:

1. Use air hose to completely blow down all vents, pipes, lighting fixtures, equipment,

motors, and related hardware in these areas:

BACK ROOM:

a) Air vents

b) Exhaust fan in northwest corner of back room

c) Light fixtures

d) Monorails

e) Top (roof) of CBW room

f) Tabletop fans

g) cabinets

h) Top of compressor (north wall)

i) CBW loading chute, motors, hardware at top of chute

j) Top of blue water reuse holding tanks and chemical dispensing pumps

CBW EXTRACTOR AREA:

a) Top and sides of extractor

b) Extractor machinery and control consoles

c) Sorting Conveyor

d) Machinery and motors

e) Air Vents

TUMBLER # 1 - (use some discretion):

a) Top/sides

b) Blowout in the narrow space between the tumblers and the tumbler motors

c) Underneath tumblers where motors, hoses, etc, are located

d) Entire front to rear of tumbler

TUMBLER #2 - (use some discretion):

a) Top and front rear of the tumbler

b) Blowout area underneath the tumbler

c) Blow off control panels

IRONER:

a) Blow down lint from the entire top and sides of the machine. Including louvers vent

openings)

b) Control panels at right front of ironer

CROSS-FOLDER AT BACK OF IRONER

a) Blow off lint that has accumulated from cleaning of ironer (inside and out).

SMALL TUMBLERS

a) Blow off sides, underneath, and all around

b) Blow off related machinery and all motors

SMALL WASHERS ROOM

a) Air vent

b) Light fixture

c) Pipes

d) Top and sides of washers

SMALL PIECE FOLDER

a) Blow off all accumulated lint, especially on the back side of the machine

b) Blow down pipes above the machine

c) Blow down light fixtures above machine.

STEAM FINISHER

a) Exhaust motor

b) Top and sides

c) Blow down the inside of the finisher (air nozzle can be used at each end)

d) Control mechanisms

REFRIGERATOR

a) Use air hose and blow down behind both refrigerators.\*\*

NOTE: Do not blow down if refrigerators are covered with personal property

2. Sweep down all floors including the two entrance ramps and the office.

3. Damp mop all floor areas including the two entrance ramps and the office using a

disinfecting solution.

**496 Dust Communication Room panels, etc.**

Task Minutes: 60.00 Task Description:

Unit Of Measure: per # Units Dust panels, wires, pipes, etc in Sheeler Communication Room - When requested

Category:

Task Type:

Task Instructions:

1. Dust panels, wires, pipes, etc.

**501 Resident Bed, Wipe/sanitize beds**

Task Minutes: 12.00 Task Description:

Unit Of Measure: per # Units Wipe/sanitize beds (2x’s annually task)

Category: General tasks

Task Type: Wiping/Sanitizing Surfaces

Task Instructions:

1.Pull bed away from wall.

2. Raise bed.

3. Disconnect from electrical outlet.

4. Remove mattress.

5. Clean/sanitize all surfaces of mattress

6. Remove headboard and baseboard.

NOTE: Several types of beds do not have removable head or base boards.

7. Clean/sanitize all surfaces of headboard, baseboard, rails & trapeze.

8. Clean/sanitize all surfaces of bed frame.

9. Put bed back together.

10. Be sure to reconnect to electrical outlet.

11. Put bed back in its place.

12. Lower bed to previous height.

13. Attach tag to bed with date cleaned.

**501.1 Resident Bed, Pull bed**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per # Units Pull bed from wall and clean (weekly task)

Category:

Task Type:

Task Instructions:

1.Pull bed away from wall.

2. Disconnect from electrical outlet when necessary.

3. Clean/sanitize all surfaces of headboard, baseboard, rails & trapeze.

4. Clean/sanitize all surfaces of bed frame.

5. Be sure to reconnect to electrical outlet if previously disconnected.

6. Put bed back in its place.

**501.2 Resident Bed, Sanitize bed**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per # Units Sanitize bed (daily task)

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces of headboard, baseboard, had rails and Trapeze.

**531 Baseboards/bumper rails - clean**

Task Minutes: 50.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean baseboards/bumper rails

Category:

Task Type:

Task Instructions:

Depending on the condition of the baseboards use one of the following methods to clean

baseboards/bumper rail:

1. Use disinfectant solution and abrasive pad to clean baseboard/bumper rail.

2. Use flat mop to wipe base boards/bumper rail clean.

3. Use rubber cleaner to clean baseboards/bumper rail.

**541 Clean/Sanitize surfaces - Utility area**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize Utility rooms.

Category:

Task Type:

Task Instructions:

1.Clean/sanitize all surfaces.

2. Clean windows and all glass surfaces.

3. Clean sinks.

Dirty Utility Room: Housekeeping will provide the following equipment

(for use by nursing staff in emergencies):

a) Mop bucket

b) Mop wringer

c) Mop handle

d) Clean mop heads

NOTE: The custodial worker will monitor the equipment daily when the utility room is

cleaned.

If the mop has been used - the custodial worker will remove the mop and supply a clean

mop head.

**541.1 Spot clean surfaces - Utility area**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot Clean/Sanitize Utility rooms

Category:

Task Type:

Task Instructions:

1.Spot clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

3. Spot clean sinks.

Dirty Utility Room: Housekeeping will provide the following equipment

(for use by nursing staff in emergencies):

a) Mop bucket

b) Mop wringer

c) Mop handle

d) Clean mop heads

NOTE: The custodial worker will monitor the equipment daily when the utility room is

cleaned. If the mop has been used - the custodial worker will remove the mop and supply a

clean mop head.

Nursing staff is responsible to empty the water from bucket.

**542 Clean/Sanitize surfaces - Linen closet**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize clean and soiled linen closets

Category:

Task Type:

Task Instructions:

NOTE: Schedule cleaning of shelves with laundry.

1. Clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces

**543 Clean surfaces - Laundry/Trash chute Rm**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/sanitize Laundry/Trash chute room

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Check and refill all dispensers

NOTE: ALWAYS use plunger tool when pushing trash into chute. If trash plunger is not

available contact your Supervisor.

**543.1 Spot clean surfaces - Laundry/Trash chute Rm**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize Laundry/Trash chute room

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Check and refill all dispensers

NOTE: ALWAYS use plunger tool when pushing trash into chute. If trash plunger is not

available contact your Supervisor.

**544 Clean/Sanitize surfaces - Custodial closet**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize Custodial closet.

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces

**545 Clean/Sanitize surfaces - Misc. Storage Area**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize Misc. Storage area

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces

**546 Clean/Sanitize surfaces - Beauty Shop**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize Clipper Corner/Beauty Shop area

Category:

Task Type:

Task Instructions:

1. Clean/sanitize surfaces.

2. Spot clean windows and all glass surfaces.

3. Spot clean/sanitize all dispensers.

4. Refill all dispensers.

5. Spot clean furniture. Depending on the type of furniture, spot clean/sanitize furniture as

defined by the manufacturer.

6. Sanitize furniture as defined by manufacturer.

7. Clean chair mats:

a) Mop under the barber/beauty chair mats as best you can without moving the

chairs.

b) After mopping, wipe dry with a clean, dry rag.

If this is not done the water left under the mats will damage the floor.

c) Tuesdays and Fridays - move chairs off mats, clean mats and leave mats upside

down with back up to dry. Leave chairs off mats.

d) The following day place mats and chairs back into place.

NOTE: If any question, contact Leader or Supervisor

**551 Clean/Sanitize surfaces - Resident room**

Task Minutes: 16.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize resident room

Category: General tasks

Task Type: Wiping/Spot cleaning

Task Instructions:

1.Clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

3. Spot clean furniture

NOTE: If any question, contact Supervisor

**552 Clean/Sanitize surfaces - Labs/Technician Rm**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize Labs/Technical room

Category:

Task Type:

Task Instructions:

Do not clean Dark Room

1. Clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

3. Check and refill all dispensers.

4. Clean furniture

NOTE: If any question, contact Supervisor

**552.1 Spot clean surfaces - Labs/Technician Rm**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize Labs/Technical room

Category:

Task Type:

Task Instructions:

Do not clean Dark Room

1. Spot clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

3. Check and refill all dispensers.

4. Spot clean furniture

NOTE: If any question, contact Supervisor

**553 Clean/Sanitize surfaces - Medical/Treatment Rm**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize Medical/Treatment room

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

3.Check and refill all dispensers.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor

**553.1 Spot clean surfaces - Medical/Treatment Rm**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot Clean/Sanitize Medical/Treatment room

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

3.Check and refill all dispensers.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor

**554 Clean/Sanitize surfaces - Pharmacy**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize pharmacy room

Category:

Task Type:

Task Instructions:

1. Check with Supervisor for scheduled time for cleaning of this area.

NOTE: Schedule will be established with Pharmacy Director

NOTE: Pharmacists must be present when cleaning this area.

2. Clean/sanitize all surfaces.

3. Spot clean windows and all glass surfaces.

4. Check and refill all dispensers.

5. Spot clean furniture

NOTE: If any question, contact Supervisor

NOTE: Cleaning practices may vary due to regulatory changes

**556 Clean/Sanitize surfaces - Dayrooms**

Task Minutes: 16.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize Dayroom

Category: General tasks

Task Type: Wiping/Spot cleaning

Task Instructions:

1. Clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor

**556.1 Spot clean surfaces - Dayroom 1x**

Task Minutes: 10.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize resident room

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor

**556.2 Spot clean surfaces - Dayroom 2x**

Task Minutes: 10.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize resident room

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor

**557 Clean/Sanitize surfaces - Conference Rooms**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize Conference room

Category:

Task Type:

Task Instructions:

1.Clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4.Spot clean furniture.

NOTE: If any question, contact Supervisor

**557.1 Spot clean surfaces - Conference Rooms**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize conference room

Category:

Task Type:

Task Instructions:

1.Spot clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4.Spot clean furniture.

NOTE: If any question, contact Supervisor

**561 Clean/Sanitize surfaces - Lounges/LR**

Task Minutes: 8.20 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/sanitize all surfaces in Main Lounges

Category:

Task Type:

Task Instructions:

1. DO NOTCLEAN OR MOVE GRANDFATHER CLOCK IN MALLOY LOUNGE

Dust exterior only. Contact Compliance Office to have cleaned or moved

2. Clean/sanitize all surfaces.

3.Spot clean windows and all glass surfaces - except Grandfather Clock in Malloy Lounge.

4. Spot clean furniture.

5. Aquarium only clean outside glass.

NOTE: If any question, contact Supervisor.

**561.1 Spot clean surfaces - Lounges/LR**

Task Minutes: 5.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize all surfaces in Main Lounges

Category:

Task Type:

Task Instructions:

1. DO NOTCLEAN OR MOVE GRANDFATHER CLOCK IN MALLOY LOUNGE

Spot dust exterior only. Contact Compliance Office to have cleaned or moved

2. Spot clean/sanitize all surfaces.

3.Spot clean windows and all glass surfaces - except Grandfather Clock in Malloy Lounge.

4. Spot clean furniture.

5. Aquarium only clean outside glass.

NOTE: If any question, contact Supervisor.

**561.2 Spot clean surfaces - Lounges/LR 1x**

Task Minutes: 5.50 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize all surfaces in Main Lounges.

Category:

Task Type:

Task Instructions:

1. DO NOTCLEAN OR MOVE GRANDFATHER CLOCK IN MALLOY LOUNGE

Spot dust exterior only. Contact Compliance Office to have cleaned or moved

2. Spot clean/sanitize all surfaces.

3.Spot clean windows and all glass surfaces - except Grandfather Clock in Malloy Lounge.

4. Spot clean furniture.

5. Aquarium only clean outside glass.

NOTE: If any question, contact Supervisor.

**562 Clean/Sanitize surfaces - Galley/Kitchenette**

Task Minutes: 6.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/sanitize all surfaces in galley/kitchenette.

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

**562.1 Spot clean surfaces - Galley/Kitchenette**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize all surfaces in galley/kitchenette.

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

**562.2 Spot clean surfaces - Galley/Kitchenette 1x**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize all surfaces in galley/kitchenette.

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

**563 Clean/Sanitize surfaces - Off/Nursing stat.**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize offices, nursing stations and dictation rooms.

Category: General tasks

Task Type: Wiping/Spot cleaning

Task Instructions:

1. Clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: In Chapel area, do not use any furniture polish.

NOTE: If any question, contact Supervisor.

**563.1 Spot clean surfaces - Off/Nursing stat.**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize offices, nursing stations and dictation rooms

Category:

Task Type:

Task Instructions:

1. Spot Clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: In Chapel area, do not use any furniture polish.

NOTE: If any question, contact Supervisor.

**563.2 Spot clean surfaces - Off/Nursing stat.1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize offices, nursing stations and dictation rooms

Category:

Task Type:

Task Instructions:

1. Spot Clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**564 Clean/Sanitize surfaces - Hallways/Lobbies**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize all surfaces in hallways & lobbies

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor

**564.1 Clean/Sanitize surfaces -Hallways/Lobbies 1x**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize all surfaces in hallways & lobbies

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**564.2 Spot clean surfaces - Hallways/Lobbies**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize hallways & lobbies

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**564.3 Spot clean surfaces - Hallways/Lobbies 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize hallways & lobbies

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor

**564.4 Spot clean surfaces - Hallways/Lobbies 2x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize hallways & lobbies

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**565 Clean/Sanitize surfaces - Stairways**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1 level stairway Clean/Sanitize surfaces in stairways

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

**565.1 Spot clean/sanitize surfaces - Stairways**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1 level stairway Spot clean/sanitize surfaces in stairways

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

**565.2 Spot clean/sanitize surfaces - Stairways 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1 level stairway Spot clean/sanitize surfaces in stairways

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

**566 Clean/Sanitize surfaces - Smoking Room**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize smoking room

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

3. Spot clean furniture.

NOTE: If any question, contact Supervisor

**566.1 Spot clean surfaces - Smoking Room**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize smoking room

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Spot clean windows and all glass surfaces.

3. Spot clean furniture.

NOTE: If any question, contact Supervisor

**567 Clean/Sanitize surfaces - Dining Room**

Task Minutes: 4.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize surfaces in Main Dining Room

Category:

Task Type:

Task Instructions:

NOTE: Dietary is responsible to clean all surfaces of tables and chairs.

1. Clean/sanitize all surfaces.

2.Check and refill all dispensers.

3.Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**567.1 Spot clean surfaces - Dining Room**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize surfaces in Main Dining Room

Category:

Task Type:

Task Instructions:

NOTE: Dietary is responsible to clean all surfaces of tables and chairs.

1. Spot clean/sanitize all surfaces.

2.Check and refill all dispensers.

3.Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**567.2 Spot clean surfaces - Dining Room 1x**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize surfaces in Main Dining Room

Category:

Task Type:

Task Instructions:

NOTE: Dietary is responsible to clean all surfaces of tables and chairs.

1. Spot clean/sanitize all surfaces.

2.Check and refill all dispensers.

3.Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**568 Clean/Sanitize surfaces - LRC**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize surfaces in LRC Dining Room

Category:

Task Type:

Task Instructions:

1. Clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**568.1 Spot Clean surfaces - LRC**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize surfaces in LRC Dining Room

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor.

**568.2 Spot Clean surfaces - LRC 1x**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Spot clean/sanitize surfaces in Main Dining Room

Category:

Task Type:

Task Instructions:

1. Spot clean/sanitize all surfaces.

2. Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

4. Spot clean furniture.

NOTE: If any question, contact Supervisor

**569 Sanitize Trash & Laundry Chute**

Task Minutes: 6.00 Task Description:

Unit Of Measure: per # Units Sanitize Chute

Category:

Task Type:

Task Instructions:

1. Open basement chute door.

2. Secure doors on other floors.

3. Turn on chemical applicator on the top floor.

4. Let cleaning solution run through the chute for several minutes. If in question, contact

Supervisor.

5. Proceed to the bottom floor.

6. Power wash floor and squeegee floor to drain.

7. Return system to previous position.

**571 Clean/Sanitize surfaces - Personal laundry Rm.**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Clean/Sanitize surfaces in Personal laundry room

Category:

Task Type:

Task Instructions:

1.Spot Clean/sanitize all surfaces.

2.Check and refill all dispensers.

3. Spot clean windows and all glass surfaces.

**581 Glass, wash inside windows (by sq.ft. of glass)**

Task Minutes: 100.00 Task Description:

Unit Of Measure: per 1000 sq. ft. of glass Wash glass surfaces with approved glass cleaning solution

Category:

Task Type:

Task Instructions:

1.Place wet floor signs up in areas being cleaned.

2. Apply cleaning solution to glass with trigger spray or sponge.

3. Wipe clean with a clean, absorbent cloth or squeegee.

NOTE: Use: Step ladder, scissor lift or scaffolding to clean windows.

NOTE: Do not place ladder against window or window frames.

**582 Glass, wash dining rm. inside windows**

Task Minutes: 100.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Wash glass surfaces on lower part (10 feet and below) of dining room windows

Category:

Task Type:

Task Instructions:

1. Place wet floor signs up in areas being cleaned.

2. Apply cleaning solution to glass with trigger spray or sponge.

3. Wipe clean with a clean, absorbent cloth or squeegee.

NOTE: Use: Step ladder, scissor lift or scaffolding to clean windows.

NOTE: Do not place ladder against window or window frames.

**582.1 Glass, wash dining rm. inside windows**

Task Minutes: 100.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Wash glass surfaces on upper part (above 10 feet) of dining room windows

Category:

Task Type:

Task Instructions:

1. Place wet floor signs up in areas being cleaned.

2. Apply cleaning solution to glass with trigger spray or sponge.

3. Wipe clean with a clean, absorbent cloth or squeegee.

NOTE: Use: Step ladder, scissor lift or scaffolding to clean windows.

NOTE: Do not place ladder against window or window frames.

**591 Glass, clean glass - routine**

Task Minutes: 42.00 Task Description:

Unit Of Measure: per 1000 sq. ft. of glass Wash glass surfaces with approved glass cleaning solution

Category:

Task Type:

Task Instructions:

1. Properly mix cleaning solution.

2. Apply cleaning solution to glass with trigger spay or sponge.

3. Wipe clean with a clean, absorbent cloth or squeegee.

4. Remove tape and glue from windows. With approved glue removal product.

**592 Glass, spot clean glass**

Task Minutes: 20.00 Task Description:

Unit Of Measure: per 1000 sq. ft. of glass Clean glass surfaces with approved glass cleaning solution in general areas

Category:

Task Type:

Task Instructions:

1. Properly mix cleaning solution.

2. Spay cleaning solution to visible spots on glass surfaces with trigger spay.

3. Remove tape and glue from windows with approved glue removal product

4. Wipe clean with a clean, absorbent cloth or paper towel.

**601 Stairs, dust mop (\*)**

Task Minutes: 6.48 Task Description:

Unit Of Measure: per 1 level stairway Dust mop stairs

Category:

Task Type:

Task Instructions:

1. Starting at the top, dust mop stairs.

2. Use utility broom or hip pack vacuum to clean out corners.

3. Each step, as well as the landings, must be dust mopped.

4. Collect dirt with a dust pan when finished and dispose of properly.

**601.1 Stairs, dust mop (\*) 1x**

Task Minutes: 6.48 Task Description:

Unit Of Measure: per 1 level stairway Spot dust mop stairs

Category:

Task Type:

Task Instructions:

1. Starting at the top, dust mop stairs.

2. Use utility broom or hip pack vacuum to clean out corners.

3. Each step, as well as the landings, must be dust mopped.

4. Collect dirt with a dust pan when finished and dispose of properly.

**601.2 Stairs, dust mop (\*) 2x**

Task Minutes: 6.48 Task Description:

Unit Of Measure: per 1 level stairway Spot dust mop stairs

Category:

Task Type:

Task Instructions:

1. Starting at the top, dust mop stairs.

2. Use utility broom or hip pack vacuum to clean out corners.

3. Each step, as well as the landings, must be dust mopped.

4. Collect dirt with a dust pan when finished and dispose of properly.

**602 Stairs damp mop (\*)**

Task Minutes: 10.98 Task Description:

Unit Of Measure: per 1 level stairway Damp mop stairs

Category:

Task Type:

Task Instructions:

1. Properly mix cleaning solution in mop bucket.

2. Place 'wet floor' signs in appropriate locations.

3. Wring mop to remove excess solution.

4. Starting at the top of the stairs, mop each step and landing.

5. Return mop to bucket as necessary for more solution.

6. Change dirty solution as necessary.

**602.1 Stairs damp mop (\*) 1x**

Task Minutes: 8.00 Task Description:

Unit Of Measure: per 1 level stairway Spot damp mop stairs

Category:

Task Type:

Task Instructions:

1. Properly mix cleaning solution in mop bucket.

2. Place 'wet floor' signs in appropriate locations.

3. Wring mop to remove excess solution.

4. Starting at the top of the stairs, mop each step and landing.

5. Return mop to bucket as necessary for more solution.

6. Change dirty solution as necessary.

**602.2 Stairs damp mop (\*) 2x**

Task Minutes: 8.00 Task Description:

Unit Of Measure: per 1 level stairway Spot damp mop stairs

Category:

Task Type:

Task Instructions:

1. Properly mix cleaning solution in mop bucket.

2. Place 'wet floor' signs in appropriate locations.

3. Wring mop to remove excess solution.

4. Starting at the top of the stairs, mop each step and landing.

5. Return mop to bucket as necessary for more solution.

6. Change dirty solution as necessary.

**603 Stairs, carpet vacuum per flight w/upright (\*)**

Task Minutes: 5.85 Task Description:

Unit Of Measure: per 1 level stairway Vacuum stairs

Category:

Task Type:

Task Instructions:

1. Safety check the vacuum to ensure equipment is in proper working order and that the

filters are serviceable.

2. Remove any large debris that would clog the vacuum.

**603.1 Stairs, carpet spot clean (\*)**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1 level stairway Spot clean stairs

Category:

Task Type:

Task Instructions:

1. Blot-up standing liquid with an absorbent cloth.

2. Determine the type of the spot (coffee, pop, etc.).

2. Apply appropriate carpet spot cleaning chemical. Follow directions for product used.

3. Work towards the center of the spot, to prevent spreading the spot.

4. Blot-up with a clean, absorbent cloth.

5. Repeat as necessary.

**604 Stairs, strip and refinish (\*)**

Task Minutes: 90.00 Task Description:

Unit Of Measure: per 1 level stairway Strip & refinish stairs

Category:

Task Type:

Task Instructions:

NOTE: Be sure to put 'wet floor' signs in place. Place tape across all affected entrances -

mark "Wet Wax - DO NOT ENTER'.

STRIP STAIRS AND LANDING

1. Transfer appropriate stripping solution from mop bucket to floor, without wringing the mop.

Spread the solution evenly on the floor.

2. Conduct equipment safety checks to ensure it is in proper working condition and

vacuum filters are serviceable. Plug in scrubber.

3. Use the appropriate color pad for the task, scrub landings, over lapping passes to ensure

complete coverage.

4. Use a hand scrubbing tool for the corners, steps and areas the scrubbing machine cannot

reach.

5. Use wet vacuum to pick-up dirty solution.

6.Use a damp mop to pick-up solution in areas the wet vacuum cannot reach.

REFINISH STAIRS AND LANDING

1. Using a floor finishing tool apply floor finish.

2. Beginning in the furthest corner from the door, outline the area you are applying floor

finish. Fill in the outlined area, using a 'figure 8' mopping motion.

3. Return to the mop bucket for more wax as necessary. Use enough wax to ensure even

coverage, but not so much it pools.

4. Work towards the door, until entire floor is covered.

5. Allow to dry completely.

**605 Stairs, scrub (no refinishing) (\*)**

Task Minutes: 35.00 Task Description:

Unit Of Measure: per 1 level stairway Scrub stairs and landing

Category:

Task Type:

Task Instructions:

NOTE: Put 'wet floor' signs in place. Place tape across all affected entrances -

mark "Wet Wax - DO NOT ENTER".

SCRUB STAIRS AND LANDING

1. Conduct equipment safety checks to ensure it is in proper working condition. Plug in

scrubber.

2. Use appropriate color pad for task. Scrub landings over lapping passes to ensure

complete coverage.

3. Use a hand scrubbing tool for the corners, steps and areas the scrubbing machine cannot

reach.

4. Use wet vacuum to pick-up dirty solution.

**611 Elevator - Fully clean (\*)**

Task Minutes: 12.00 Task Description:

Unit Of Measure: per elevator Clean/Sanitize Elevator

Category:

Task Type:

Task Instructions:

1. Dust all surfaces.

2. Clean/sanitize all surfaces.

3. Polish stainless steel using stainless steel cleaner.

4.Spot clean mirrors.

5. Vacuum - Elevator tracks/elevator door tracks on all floors.

**611.1 Elevator - Fully Clean (\*) 1x**

Task Minutes: 12.00 Task Description:

Unit Of Measure: per elevator Clean/Sanitize Elevator

Category:

Task Type:

Task Instructions:

1. Dust all surfaces.

2. Clean/sanitize all surfaces.

3. Polish stainless steel using stainless steel cleaner.

4.Spot clean mirrors.

5. Vacuum - Elevator tracks/elevator door tracks on all floors.

**612 Elevator - Routine Clean (\*)**

Task Minutes: 4.50 Task Description:

Unit Of Measure: per elevator Spot Clean/Sanitize Elevator

Category:

Task Type:

Task Instructions:

1. Spot dust all surfaces.

2. Spot clean/sanitize all surfaces.

3. Spot polish stainless steel using stainless steel cleaner.

4.Spot clean mirrors.

5. Spot vacuum - Elevator tracks/elevator door tracks on all floors.

**613 Elevator - machine scrub & refinish (\*)**

Task Minutes: 10.00 Task Description:

Unit Of Measure: per elevator Elevator floor scrubbing and refinish per unit.

Category:

Task Type:

Task Instructions:

1. Always be sure to turn the elevator off with the key, before starting any work.

2. Place notices on all floors that elevator is out of service.

3. Conduct equipment safety checks to ensure it is in proper working condition. Plug in

scrubber.

4. Properly "prep" the floor, sweeping/dust mopping the floor thoroughly.

5. Transfer solution from mop bucket to floor, with out wringing the mop. Evenly spread

solution on floor.

6. Using the appropriate color pad for the task, scrub floor, overlapping passes, to ensure

complete coverage.

7. Use a hand scrubbing tool for the corners and areas the scrubbing machine cannot reach.

8. Use wet vacuum to pick-up dirty solution.

9. Rinse sides of elevator walls to remove splatter from walls.

10. Rinse floor using a clean bucket and mop with cool water; allow too dry completely.

11. Apply floor finish directly onto the floor and spread with wax applicator.

12. Beginning in the furthest corner from the door, outline the area you are applying wax too.

13. Work towards the door, until entire floor is covered.

14. Allow to dry completely.

**613.1 Elevator - machine scrub (\*)**

Task Minutes: 10.00 Task Description:

Unit Of Measure: per # Units Elevator floor scrubbing -- Do not refinish

Category:

Task Type:

Task Instructions:

1. Always be sure to turn the elevator off with the key, before starting any work.

2. Place notices on all floors that elevator is out of service.

3. Conduct equipment safety checks to ensure it is in proper working order. Plug in

scrubber.

4. Properly "prep" the floor, sweeping/dust mopping the floor thoroughly.

5. Transfer solution from mop bucket to floor, with out wringing the mop. Evenly spread

solution on floor.

6. Using the appropriate color pad for the task, scrub floor, overlapping passes, to ensure

complete coverage.

7. Use a hand scrubbing tool for the corners and areas the scrubbing machine cannot reach.

8. Use wet vacuum to pick-up dirty solution.

9. Rinse sides of elevator walls to remove splatter from walls.

10. Rinse floor using a clean bucket and mop with cool water; allow to dry completely.

**614 Elevator doors - clean (\*)**

Task Minutes: 2.04 Task Description:

Unit Of Measure: per one door unit Clean and polish elevator doors

Category:

Task Type:

Task Instructions:

1. Always be sure to turn the elevator off with the key, before starting any work.

2. Place notices on all floors that elevator is out of service.

3. Clean elevator doors inside and outside.

4.Polish stainless steel using stainless steel cleaner.

5. Unlock elevator when finished.

**614.1 Elevator doors - clean (\*) 1x**

Task Minutes: 2.04 Task Description:

Unit Of Measure: per one door unit Clean and polish elevator doors

Category:

Task Type:

Task Instructions:

1. Always be sure to turn the elevator off with the key, before starting any work.

2. Place notices on all floors that elevator is out of service.

3. Clean elevator doors inside and outside.

4.Polish stainless steel using stainless steel cleaner.

5. Unlock elevator when finished.

**621 Isolation, Proper Room Set-up**

Task Minutes: 45.00 Task Description:

Unit Of Measure: per # Units Setting up an Isolation room

Category:

Scheduled as routine task

Task Type:

Task Instructions:

1. Record information from work order in "Isolation" notebook located in file in Supervisor's

office.

2. Collect proper color coded isolation sign (determined by type of isolation) from pocket in

notebook.

NOTE: This is to be done by leader or assigned worker.

NOTE: Refer to Infection Control Policy 1.8.

3. Obtain the following items from Central Supply:

a) One clean, stocked "ISOLATION" cart,

b) One roll-around linen hamper (marked "ISOLATION"),

c) One large waste container (marked "ISOLATION"),

d) One Antimicrobial Soap.

4. Take all the above items to designated room.

5. Obtain yellow laundry bag from the isolation cart. Place in the linen hamper.

6.Obtain plastic liner for large waste container from isolation cart and line waste container.

7.Place the hamper and large waste container inside designated room.

8.Remove soap from soap dispenser in restroom and replace with the Antimicrobial Soap.

9. Attach correct color coded isolation sign to corkboard outside of designated room.

**622 Terminal Cleaning of Private Room/Isolation**

Task Minutes: 120.00 Task Description:

Unit Of Measure: per # Units Terminal Cleaning of Private Room/Isolation

Category:

Task Type:

Task Instructions:

NOTE: All isolation rooms will be terminally cleaned before the same or another resident

occupies the room.

1. Follow the precautionary guidelines listed on the isolation instruction card.

2. Assemble the following equipment to be placed on a cloth mat just inside the door of the

isolation room:

a) fresh solution of a germicidal detergent mixed as directed in a one-gallon bucket,

b) An additional one-gallon container of fresh solution, properly labeled, is also needed\*,

c) Clean cloth rags,

d) Stool swab or sponge (whichever the employee prefers to use to clean toilet bowl),

e) Mop handle with a clean mop head attached that has been immersed in a fresh solution

of germicidal solution and wrung out,

f) A second mop head that has been immersed in fresh germicidal solution and wrung out

is also needed. \*

3. Check to see that all nursing items (supplies, trash, linens, etc) have been removed from

the room. If not, contact your Leader or Supervisor.

4. Using a cloth rag or sponge immersed in a germicidal solution thoroughly clean the

following:

a) Mattress, bed frame, and trapeze

b) All furniture (including over bed table, shelving, bulletin boards

inside and outside of cabinets, closets, bedside stand and dresser

c) Window

d) Vents

d) Over bed lights and cord

e) Linen hamper and waste container

f) Doors, frames and handles

g) Spot clean walls

5. Mop floor (do not dust mop, but instead use a cloth rag that has been immersed in

germicidal detergent to pick up visible soil)

6. Remove drapes and cubical curtains, send to laundry department. Replace with clean

drapes and cubical curtains.

7. Restroom cleaning -- Follow Restroom Cleaning Task #402 include the following

tasks:

a) Thoroughly clean over sink light

b) Dispose of all paper towels and toilet paper and put in a fresh supply

c) Do not dust mop floor, but instead use a cloth rag immersed in germicidal detergent

solution to pick up visible soil

7. Wrap cloth rags, sponge, and mop head in the cloth mat, put this into a yellow linen bag

and send to the Laundry (after the gown has been put into it).

8. Immerse two clean rags in germicidal solution and empty the one- gallon bucket and one-

gallon container into the toilet and flush.

9. Using the two clean rags that were immersed in the germicidal solution wipe down:

a) Mop handle,

b) One gallon bucket

c) One gallon container

NOTE: This is done by holding each item on the custodial cart - which should be located

outside the door

10. Upon completion before leaving room:

a) Remove gloves and discard in trash

b) Remove gown very carefully, keeping it away from clothing. Gown is placed in the dirty hamper.

**623 Decease and discharge rooms cleaning**

Task Minutes: 60.00 Task Description:

Unit Of Measure: per # Units Clean room when resident is deceased or discharged.

Category:

Task Type:

Task Instructions:

1. Clean and sanitize bed. Refer to Task #501 Wipe/sanitize beds.

2. Using a cloth rag or sponge immersed in a germicidal solution thoroughly clean the

following:

a) Sanitize bed - refer to task #501 Wipe/sanitize beds.

B) all furniture

c) inside and out of all cabinets, bedside stand (including drawers), dressers and closets

d) windows

e) walls

f) shelves

g) vents

h) door, door frame, and handles

3. Remove drapes and cubical curtains, send to laundry. Replace with clean drapes and cubical

curtains.

4. Dust mop floor

5. Mop floor

**641 Clean Dack Sun Deck**

Task Minutes: 120.00 Task Description:

Unit Of Measure: per # Units Clean tables, chairs and hose down deck floor

Category:

Task Type:

Task Instructions:

1. Pick up and remove trash.

2. Check and sweep deck floor.

3. Clean/sanitize all surfaces.

4. Hose down tables, chairs, and deck floor.

5. Wipe down all furniture.

6. Squeegee water to nearest drain.

NOTE: Power washer may be utilized

**642 Patio cleaning, power washing**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Cleaning patio areas - Unit is one minute of cleaning

Category:

Task Type:

Task Instructions:

1. Sweep area with broom.

2. Use deck brush and power washer to clean concrete area.

3. Use power scrubber with deck brush and degreaser.

4. Rinse area with water.

5. Wipe off all exterior furniture items.

NOTE: When cleaning area at canteen use caution not to get cleaning products in fish pond.

NOTE: Report any damages to supervisor.

**651 Clean Cottages, Complete**

Task Minutes: 60.00 Task Description:

Unit Of Measure: per # Units Complete cleaning of cottages. This tasks are completed once a week usually on Mondays.

Category:

Task Type:

Task Instructions:

1. Dust all surfaces.

2. Clean/ Sanitize all surfaces.

3. Strip mattress of soiled linen and place in white linen bag,

4. Sanitize mattress.

5. Make bed (unless cottage is occupied).

8. In an unoccupied cottage, remove and dispose of all food products.

9. Supply the following

A. Kitchen items:

a) Styrofoam plates

b) Styrofoam cups

c) Plastic forks, spoons, knives

B. Toilet items:

a) Two extra rolls of toilet paper

b) Two extra bars of soap

C. Bathroom linens:

a) Bath towels

c) Hand towels

d) Washcloths

D. Bed linens, each bed in the building should have a complete set of linen including:

a) One mattress pad

b) Two sheets

c) One pillow (single bed)

d) Two pillows (double bed)

e) Pillow case and cover for each pillow

f) One blanket

g) One bedspread

h) Extra linen to be available for each bed

i) One mattress pad

j) Two sheets

k) One bedspread

l) One pillow case

m) One pillow cover

n) One blanket

10. Complete following task:

a) Return soiled linen in white linen bag to be laundered

b) Fill, all dispensers

c) Transport all collected trash to the trash disposal site.

11. Custodial worker is responsible for:

a) placement and monitoring of the pest control devices

b) Report findings to Supervisor and note findings in the Pest Control Log

**651.1 Clean Cottages, Routine**

Task Minutes: 30.00 Task Description:

Unit Of Measure: per # Units Routine (daily) cleaning of cottages. This tasks are completed four days per week usually on

Category: Tuesday through Friday

Task Type:

Task Instructions:

1. Spot dust all surfaces.

2. Spot Clean/ Sanitize all surfaces.

3. Complete the following tasks:

a) Make bed (unless cottage is occupied),

b) Fill toilet paper and paper towel dispenser,

4. Supply the following:

A. Kitchen items:

a) Styrofoam plates b) Styrofoam cups, c) Plastic forks, spoons, knives.

B. Toilet items:

a) Two extra rolls of toilet paper, b) Two extra bars of soap.

C. Bathroom linens:

a) Bath towels, c) Hand towels, d) Washcloths.

D. Bed linens, each bed in the building should have a complete set of linen including

a) One mattress pad, b) Two sheets, c) One pillow (single bed), d) Two pillows (double

bed), e) Pillow case and cover for each pillow, f) One blanket, g) One bedspread, h)

Extra

linen to be available for each bed, i) One mattress pad, j) Two sheets, k) One

bedspread,

l) One pillow case, m) One pillow cover, n) One blanket

5. Complete following task:

a) Return soiled linen in white linen bag to be laundered.

B) Transport all collected trash to the trash disposal site.

6. Custodial worker is responsible for:

a) placement and monitoring of the pest control devices,

b) Report findings to Supervisor and note findings in the Pest Control Log (a list will be

provided of where these are located).

7. Clean floors:

a) Spot dust mop floor where applicable, b) Spot damp mop floor where applicable,

**661 Infant diaper Changing Stations**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per # Units Cleaning the interior and exterior of infant diaper changing stations

Category:

Task Type:

Task Instructions:

1. Sanitize interior and exterior of infant diaper changing station.

2. Refill paper towel dispenser that is located inside changing station.

**671 Exterior Restrooms**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Cleaning the exterior restrooms - Heinz Hall parking lot and Shelter House

Category:

Task Type:

Task Instructions:

1. In spring dust down all areas.

2. Remove all paper and soap.

3. Use power washer to clean all walls and fixtures.

4. Wipe off walls, fixtures and dispensers.

5. Restock all soap and paper product dispensers.

6. Follow restroom cleaning procedures #402.

**681 Telephone Booths, cleaning**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Cleaning of telephone booths

Category:

Task Type:

Task Instructions:

1. Remove items on walls and counter tops.

2. Vacuum carpet area of walls or clean walls with disinfectant solution.

3. Clean telephones per cleaning telephone instructions.

**691 Bird Aviary**

Task Minutes: 60.00 Task Description:

Unit Of Measure: per # Units Feeding and Cleaning the Bird Aviary

Category:

Task Type:

Task Instructions:

1. Before starting any care, make sure both sets of doors into the lounge are closed.

2. Items used:

a) Hook

b) Sifter

c) Small bottle of Clorox

d) Bottle of NOVUS #1

e) Rags/soft paper towels from cabinet.

NOTE: Do not use institutional paper towels.

3. Monday and Thursday - Birds are to have fresh water (twice per week)

NOTE: Supplies are kept in locked cabinet by Aviary or in housekeeping supply room in

Malloy basement.

NOTE: Replenish supply in small cabinet from stock in supply room as needed. Always

use required supplies only.

MONDAY:

1. Fresh water

2. Add feed

3. Clean plexi-glass

4. Skim bedding

THURSDAY:

1. Fresh water

2. Check feed, add if needed

4. Replenish supply in small cabinet from stock in supply room as needed. Always use

required supplies only.

5. INSRUCTIONS:

1. Tap on east window to make birds move to west end, unlock east side door.

2. Remove water box and food dish. (If grit needs to be added - remove grit dish.) Use

hook to bring dishes closer to open door.

3. Close and lock door.

4. Lift lid off water box and remove both water bottles, one at a time, turning bottles so

end caps do not come off. Take bottles and caps to restroom sink, empty any remaining

water, rinse bottles and caps, and fill bottles with fresh cold tap water. Return to lounge,

making sure doors are closed.

5. Place 3 drops of Clorox in each bottle of water recap and replace bottles in box,

following same procedure you used in removing the bottles.

6. Fill grit dish with 4 cups of seed and add new grit dish if needed. Save empty grit dish

for resupply.

7. Before returning water box, feed and grit dishes to aviary, open east door and using

sifter, lightly skim clumps/feathers from bedding at east end. Put debris in waste container.

Use water box lid to smooth skimmed bedding.

8. Place water box flush against the back wall to prevent birds from getting caught behind

the water box. Place feed and grit dishes back in aviary.

9. Place small amount of shredded fiber on top of bedding if needed. This fiber is used

for nest building. Close and lock door.

10. Move to west end of aviary, tap on window to move birds to east end. Open west side

door and use sifter to skim bedding at this end, repeating directions from step #7 and #8

**701 Light fixtures, project cleaning**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Clean ceiling light fixture

Category:

Task Type:

Task Instructions:

All ceiling lights are required to be cleaned once per year. This task is to be performed at the same time when ceiling vents are cleaned.

NOTE: Additional cleaning may be required as requested by occupant (bugs in light fixture).

NOTE: Resident Room light fixtures over bed, light fixture over sink are not cleaned with

this task. Food preparation kitchen area in Malloy is not cleaned with this task

1.Place cleaning cart near light fixture diffuser to be cleaned.

2. Place signage at front and rear of work area.

3.Use appropriate size ladder, scaffolding or scissor lift to perform task.

4.Clean exterior area of light fixture diffuser with damp cloth.

5. Open diffuser and clean light fixture diffuser with damp cloth.

6. Close light fixture diffuser.

NOTE: Do not remove light bulbs or clean interior of fluorescent light fixtures.

**702 Light fixtures dust (\*)**

Task Minutes: 1.02 Task Description:

Unit Of Measure: per light fixture Dusting light fixtures diffuser small light in resident room

Category:

Task Type:

Task Instructions:

1. Using wool duster with extended reach rod wipe off exterior surface of light fixture

**702.1 Light fixtures diffuser over bed dust (\*)**

Task Minutes: 1.02 Task Description:

Unit Of Measure: per diffuser Dusting light fixtures diffuser

Category:

Task Type:

Task Instructions:

1. Using wool duster with extended reach rod wipe off exterior surface of light fixture

diffuser.

NOTE: Do Not perform this task if resident is in bed.

**702.2 Light fixtures canister style, dusting**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per light fixture Dust exterior areas of canister lights

Category:

Task Type:

Task Instructions:

1. Turn lights off and allow time for them to cool.

2. Remove light bulb from fixture.

3. Using extendable duster wipe dust from light fixture.

**703 Light, dust/damp wipe over sink light (\*)**

Task Minutes: .13 Task Description:

Unit Of Measure: per light fixture Dust or damp wipe over sink light

Category:

Task Type:

Task Instructions:

1. When possible use hand held cleaning tool to wipe outside of light fixture.

2. If hand held tool is not available or appropriate to use for this task use step ladder to

reach light fixture.

NOTE: Properly set up the ladder, so you will not have to over extend to reach the

fixture.

**704 Light, over bed: damp wipe(\*)**

Task Minutes: .13 Task Description:

Unit Of Measure: per light fixture Dust or damp wipe over bed light

Category:

Task Type:

Task Instructions:

1. When possible use hand held cleaning tool to wipe outside of light fixture.

2. If hand held tool is not available or appropriate to use for this task use step ladder to

reach light fixture.

NOTE: Properly set up the ladder, so you will not have to over extend to reach the

fixture.

**705 Light fixture, complete cleaning**

Task Minutes: 80.00 Task Description:

Unit Of Measure: per light fixture Complete cleaning of light fixtures. Remove diffusers, clean light fixtures and diffusers,

Category: return diffusers

Task Type:

Task Instructions:

1.Place cleaning cart near light fixture diffuser to be cleaned.

2. Place signage at front and rear of work area.

3.Use appropriate size ladder, scaffolding or scissor lift to perform task.

4.Clean exterior area of light fixture diffuser with damp cloth.

5. Open diffuser and clean light fixture diffuser with damp cloth.

6. Close light fixture diffuser.

**706 Light fixture diffusers, power wash**

Task Minutes: 15.00 Task Description:

Unit Of Measure: per diffuser Cleaning light fixture diffusers with power washer

Category:

Task Type:

Task Instructions:

1. Place cart near light fixture diffuser to be cleaned.

2. Place signage at front and rear of work area.

3. Use appropriate size ladder, scaffolding or mechanical lift to perform task

4.Remove diffuser from light fixture.

5. Take diffuser to power wash room and wash diffuser.

6.Dry off diffuser and reinstall into light fixture.

**707 Light fixtures open top style,**

Task Minutes: 115.00 Task Description:

Unit Of Measure: per light fixture Clean interior and exterior surfaces of large light fixtures with open tops style such as in

Category: Malloy day rooms and Atha Dining room

Task Type:

Task Instructions:

1. Place cleaning cart near light fixture to be cleaned.

2. Place signage at front and rear of work area.

3. Use appropriate size ladder, scaffolding or mechanical lift to perform task.

4. Clean exterior area of light fixture with damp cloth.

5. Clean interior of light fixture with damp cloth.

6. Clean chain and brackets holding light fixture to ceiling.

**708 Light Fixture Diffusers**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per diffuser Cleaning light fixture diffusers

Category:

Task Type:

Task Instructions:

1.Place signage in work area.

2. Place ladder under light diffuser.

3. Unlock light diffuser from light fixture.

4. Wipe off exterior and interior of light diffuser with damp cloth or sponge and wipe dry.

5. Put light diffuser back into place on light fixture and secure.

6. If Light diffuser needs heavy cleaning remove diffuser from light fixture.

7. Place light fixture on work cart and scrub clean with cleaning chemicals on service cart.

8. Replace light diffuser when finished.

9. Remove ladder and signage .

NOTE: Do not touch or remove light bulbs.

NOTE: Staff must be trained to use scissor lift for cleaning light fixtures over ten feet high.

NOTE: Report any burned out light bulbs or damaged diffusers or fixtures to supervisor.

**721 Drinking fountain - clean (\*)**

Task Minutes: 2.02 Task Description:

Unit Of Measure: per drinking fountain Clean and sanitize drinking fountain

Category: General tasks

Task Type: Wiping/Sanitizing Surfaces

Task Instructions:

1. Scrub all surfaces with a clean sponge or rag using cleaning solution. Give care to the

fountain jet and the protective guard.

2. Use a test tube brush to clean the fountain jet.

3. Use stainless steel cleaner to remove stains.

4. Rinse all exposed surfaces of the unit with a damp sponge or rag using cleaning solution

mixed as directed.

5. Remove any soil splashes or cleaning solution splashes on the floor.

6. Do not use a plunger on a drinking fountain if the drain is plugged. - Report problem to the

Maintenance Department.

**721.1 Drinking fountain - clean (\*) 1x**

Task Minutes: 2.02 Task Description:

Unit Of Measure: per # Units Clean and sanitize drinking fountain

Category:

Task Type:

Task Instructions:

1. Scrub all surfaces with a clean sponge or rag using cleaning solution. Give care to the

fountain jet and the protective guard.

2. Use a test tube brush to clean the fountain jet.

3. Use stainless steel cleaner to remove stains.

4. Rinse all exposed surfaces of the unit with a damp sponge or rag using cleaning solution

mixed as directed.

5. Remove any soil splashes or cleaning solution splashes on the floor.

6. Do not use a plunger on a drinking fountain if the drain is plugged. - Report problem to the

Maintenance Department.

**722 Drinking fountain - flush (\*)**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per drinking fountain Flush drinking fountain plumbing every two weeks

Category:

Task Type:

Task Instructions:

NOTE: Personal Protective Equipment must be worn when performing this task.

1. Clean all drinking fountains by preparing a cleaning solution mixed as directed in a gallon

container using cold-water.

2. This solution is to be poured down each drain and then repeated so that each fountain

drain is flushed with two gallons of the cleaning/cold-water solution.

3. Start with the lowest floor in designated area and work up to the highest.

**731 Mats, vacuum mats (\*)**

Task Minutes: 1.50 Task Description:

Unit Of Measure: per # Units Vacuum average size (approximately 3 x6) mat

Category:

Task Type:

Task Instructions:

1. Remove any large debris that would clog the vacuum.

2. Plug vacuum in. NOTE - DO NOT unplug any client equipment.

3. Vacuum mat.

**732 Mats, clean mat/clean under (\*)**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per # Units Vacuum average size (approximately 3 x6) mat and moving mats to clean beneath them.

Category:

Task Type:

Task Instructions:

1.Remove any large debris that would clog the vacuum.

2. Plug vacuum in. NOTE - DO NOT unplug any client equipment.

3. Roll floor mat up, move out of the way.

NOTE - DO NOT attempt to lift large floor mats alone. Always get help.

4. Dust mop floor or vacuum carpet.

5. Damp mop, scrub or strip & refinish floor.

6. Roll mat back into position.

7. Clean mat by vacuuming, extracting or shampooing.

**741 Hand rail, damp wipe with cloth**

Task Minutes: 17.92 Task Description:

Unit Of Measure: per 1000 Sq Ft Sanitize handrails and associated rails and mounting brackets

Category:

Task Type:

Task Instructions:

1. Sanitize all surfaces with cloth treated with disinfectant solution.

2. Metal rails need to be cleaned with a small piece of buffer pad to remove build up.

3. Dry off area with a dry cloth.

**742 Hand rail, dust with treated cloth**

Task Minutes: 12.08 Task Description:

Unit Of Measure: per 1000 Sq Ft Dust hand rails and associated bars and mounting brackets with treated cloth

Category:

Task Type:

Task Instructions:

1. Dust all surfaces with a treated dust cloth.

**751 Trash Compactor, Clean up**

Task Minutes: 20.00 Task Description:

Unit Of Measure: per # Units Spray clean inside and outside of compactor and compactor platform

Category:

Task Type:

Task Instructions:

1. Lock out electrical control panel to compactor.

2. Remove all visible debris from interior of compactor with trash hooks.

3. Remove all visible debris from outside area of compactor and on compactor platform.

4. Use foamer attached to water hose and foam down inside and exterior of compactor.

5. Rinse area.

6. This process is to be accomplished when compactor dumpster is removed.

NOTE: Cleaning process may vary depending on the weather conditions and trash removal

Schedules

**761 Chair, Stack char (plastic) washing**

Task Minutes: 3.80 Task Description:

Unit Of Measure: per # Units Project cleaning of stack (hard plastic/vinyl) chairs - Unit is one chair

Category:

Task Type:

Task Instructions:

Clean Stack Hard Plastic/Vinyl Chairs:

1. Mix detergent as required.

2. Power wash entire chair.

3. Wipe dry.

4. Return chairs to their original location.

**762 Chair, Upholstered Chair cleaning**

Task Minutes: 5.00 Task Description:

Unit Of Measure: per # Units Project cleaning of upholstered chairs - Unit is one chair

Category:

Task Type:

Task Instructions:

Clean upholstered (cloth) chairs

1. Prepare cleaning solution according to label instruction.

2. Shampoo chairs using extractor

3. Use brush to agitate spots when required.

4. Dry and clean all hard surfaces.

5. Record chair cleaning date on the tag found on the bottom of the chair.

If tag is missing place new tag on bottom of chair.

**763 Chair, Upholstered Stack Chair cleaning**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per # Units Project cleaning of upholstered stack chairs - Unit consists of 1 chair.

Category:

Task Type:

Task Instructions:

Clean upholstered stacking chairs

1. Prepare cleaning solution according to label instruction.

2. Shampoo chairs using extractor

3. Use brush to agitate spots when required.

4. Dry and clean all hard surfaces.

**764 Table Risers, dust**

Task Minutes: .50 Task Description:

Unit Of Measure: per # Units Clean rising tables (daily task)

Category:

Task Type:

Task Instructions:

1. Lower table and dust the box and rails.

**764.1 Table Risers, clean**

Task Minutes: 3.00 Task Description:

Unit Of Measure: per # Units Clean rising tables (weekly task)

Category:

Task Type:

Task Instructions:

1. Wipe down all mechanical arms.

**764.2 Table Risers, wipe box**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Wipe mechanical box (monthly task)

Category:

Task Type:

Task Instructions:

1. Lower table.

2. Wipe outside of box with germicidal detergent.

**771 Wall washing**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per 1000 Sq Ft Washing Walls

Category:

Task Type:

Task Instructions:

1.Check wall for loose dirt or soil, if necessary, remove by vacuuming or dusting.

2. Place one or two drops of water on wall in an inconspicuous area. If water is immediately

absorbed, the wall is likely to clean unevenly. If it remains on surface or only partially

absorbed, it is safe to proceed.

3. Test cleaning solution on a small area to be sure it is strong enough to remove soil, but

not so strong as to damage the wall surface.

Caution: Never apply clear water to a dirty wall - this can create permanent spots and

streaks.

4. Drop the self-positioning basket insert into wringer bottom and apply pressure pads to

wringer pressure bars by clipping on.

5. Install a tie-on mitt on wire end of wall washing tool.

6. Loosen cuff and separate extension handles - slide foam collar onto handle and place six

inches from mitt head.

7. Dip mitt into cleaning solution. Do not dip foam collar in the solution. Its job is to absorb,

excess solution, on mitt after wringing. If you agitate the mitt in the Solution - pull the

collar up the handle to avoid soaking it - slide it back down before wringing, wring out until wringer

handle bottoms.

8. Starting in one corner, at the bottom of the wall, apply the detergent solution forming a

frame approximately four feet square. Wash the area within the square thoroughly.

**772 Stonewall cleaning**

Task Minutes: 10.00 Task Description:

Unit Of Measure: per # Units Cleaning stonewall in Whitehill Auditorium

Category:

Task Type:

Task Instructions:

1. Use feather duster to remove dust and other loose particles from stone wall.

2. Use blower end of vacuum to remove dust and other loose particles from stone wall.

3. Use vacuum to clean up particles that have blown loose.

**781 Ice Machines, clean**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per # Units Cleaning ice machines (daily task)

Category:

Task Type:

Task Instructions:

1. Use damp rag or sponge with germicidal solution to wipe off all accessible areas.

2. Remove tray grate from ice machine and clean.

3. Clean tray area of ice machine.

4. Pour small amount of disinfectant solution down drain.

5. Place tray back into position.

6. Run water down drain.

7. Wipe off ice machine with dry cloth.

**782 Clean suspended tables**

Task Minutes: 10.00 Task Description:

Unit Of Measure: per # Units Cleaning suspended tables in dining areas

Category: General tasks

Task Type: Wiping/Sanitizing Surfaces

Task Instructions:

1. Lower table from ceiling.

2. Place ladder beside table.

3. Using a cloth rag immersed in a germicidal solution thoroughly clean metal rods attached

to tables.

4. Wipe metal dry.

5. Clean control box - located at ceiling.

6. Use damp cloth to wipe clean.

7. Remove ladder and raise table.

**791 Fire place mantel, cleaning**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Fire place Mantel cleaning in Heinz Hall lobby

Category:

Task Type:

Task Instructions:

1. Remove all items from fireplace mantel.

2. Dust surface.

3. Use vacuum to clean areas that cannot be reached with dust cloth.

4. Dust items that were on mantel - place items back on mantel.

**801 Loom Cleaning**

Task Minutes: 10.00 Task Description:

Unit Of Measure: per # Units Cleaning looms in Arts and Crafts

Category:

Task Type:

Task Instructions:

These looms are located in Arts and crafts work areas in Malloy and Heinz Hall.

They are very delicate pieces of equipment.

Contact Supervisor for training on cleaning looms.

1. Use a dust cloth to clean off wooden frames.

2. Use a mini vacuum to remove lint from difficult areas.

3. Contact arts and crafts supervisor for additional cleaning instructions.

**811 Refrigerator, complete cleaning (monthly)**

Task Minutes: 20.00 Task Description:

Unit Of Measure: per # Units Cleaning the interior and exterior surfaces of refrigerators in Dayrooms and galleys

Category:

Task Type:

Task Instructions:

1. Move refrigerator out away from wall.

2. Sanitize exterior surfaces that are accessible.

3. Sanitize floor area under refrigerator.

4. Place refrigerator back to its original area.

5. Remove all items from refrigerator. Do not remove items from freezer area.

6. Clean interior area of refrigerator with clean water.

7. Place all items back into refrigerator.

8. Clean door seals.

Note: Report any damage, bad door seals or burned out lights to nursing and to housekeeping

Supervisor.

**811.1 Refrigerator, routine cleaning (daily)**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per # Units Routine daily cleaning of refrigerators

Category:

Task Type:

Task Instructions:

1 Sanitize exterior surfaces that are accessible.

**821 Microwave, cleaning**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per # Units Cleaning the interior and exterior surfaces of micro waves in Dayroom and galleys

Category:

Task Type:

Task Instructions:

1. Unplug micro wave unit from the wall.

2. Clean all interior surfaces of micro with clean water.

3. Clean all exterior surfaces of micro wave with disinfectant solution.

4. Plug unit back into wall.

5. Put microwave back in place on countertop.

**821.1 Microwave, cleaning**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per # Units Cleaning the interior and exterior surfaces of micro waves in Dayroom and galleys

Category:

Task Type:

Task Instructions:

1. Unplug micro wave unit from the wall.

2. Clean all interior surfaces of micro with clean water.

3. Clean all exterior surfaces of micro wave with disinfectant solution.

4. Plug unit back into wall.

5. Put microwave back in place on countertop.

**821.2 Microwave, cleaning**

Task Minutes: 2.00 Task Description:

Unit Of Measure: per # Units Cleaning the interior and exterior surfaces of micro waves in Dayroom and galleys

Category:

Task Type:

Task Instructions:

1. Unplug micro wave unit from the wall.

2. Clean all interior surfaces of micro with clean water.

3. Clean all exterior surfaces of micro wave with disinfectant solution.

4. Plug unit back into wall.

5. Put microwave back in place on countertop.

**831 Fire extinguishers, damp wipe weekly**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Damp wipe fire extinguishers

Category:

Task Type:

Task Instructions:

1. Open door to fire extinguisher .

2. Wipe off fire extinguisher with damp cloth.

3. Wipe out fire extinguisher box.

4. Check for chalk.

5. Report any damage or missing caulk to supervisor.

NOTE: Some fire extinguishers are not in fire boxes. For those not located in fire boxes

follow instructions 2, 4, and 5.

**841 Telephone cleaning**

Task Minutes: .40 Task Description:

Unit Of Measure: per # Units Cleaning and sanitizing telephones

Category:

Task Type:

Task Instructions:

1. Use clean cloth with wipe off telephone surfaces.

2. Wipe all telephone services with disinfectant cloths.

**851 Cannon cleaning, 1x monthly**

Task Minutes: 15.00 Task Description:

Unit Of Measure: per # Units Clean Civil War Cannon and associated parts

Category:

Task Type:

Task Instructions:

NOTE: Monthly task to be scheduled - cannon is not always on grounds. It is used in

parades and for other special events during summers.

1. Dust cannon, ammunition cart and associated items on display.

2. Dust all surfaces with non treated dust cloth.

3. Wipe all wooden parts with damp cloth with no detergents.

NOTE: Do not use any type of Industrial of household cleaner or disinfectant solution.

NOTE: If the Civil War artifacts need to be cleaned in more detail - Contact the

Compliance Officer, Commandant, or Adjutant.

NOTE: Report any damage immediately.

NOTE: The Cannon is not always located in the Malloy Lobby.

**861 Wood Mural Cleaning, 1x monthly**

Task Minutes: 30.00 Task Description:

Unit Of Measure: per # Units Detailed cleaning of Wood Mural

Category:

Scheduled monthly

Task Type:

Task Instructions:

NOTE: Monthly cleaning task

NOTE: Because of the fragile nature of the wood mural, extreme care must be taken when

dusting to avoid breakage.

1. Remove furniture from under mural.

2. Attach hose to exhaust outlet of vacuum and blow dust off carvings.

3. Using stepladder to reach the top of the mural, blow dust from all carvings, figures, areas

of mural. Work from top to bottom.

4. When the use of the vacuum has been completed, use small dusting brushes to brush the

any remaining dust from Mural

**871 Display Cases, clean 2x per year**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Cleaning of informational display cases

Category:

Task Type:

Task Instructions:

1. Get keys from personnel department to open glass doors.

2. Use clean cloth to dust off glass.

3. Use small vacuum to clean loose items out of cabinet bottom.

4. Use window cleaner to clean glass surfaces inside and out.

5. Close and lock doors.

6. Return key to personnel department.

**881 Vents, air vent cleaning, clean 1x per year**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Clean air vents

Category:

Task Type:

Task Instructions:

All air vents are required to be cleaned once per year.

This task is to be performed at the same time ceiling lights are cleaned.

NOTE: Yearly cleaning task

NOTE: Resident Room area vents, not cleaned with this task. Kitchen food preparation area

vents, not cleaned with this task.

NOTE: Additional cleaning may be required as requested by occupant.

1.Place cleaning cart near vent to be cleaned.

2. Place signage at front and rear of work area.

3.Use appropriate size ladder, scaffolding or scissor lift to perform task.

4.Clean exterior area of vent with damp cloth.

NOTE: Do not use scaffolding or scissor lift unless properly trained.

**891 Fans, cleaning of portable fans**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Wipe/wash fans.

Category:

Task Type:

Task Instructions:

Various fans with exception of industrial pedestal fans are cleaned with this task.

NOTE: All fans are scheduled to be cleaned twice per year.

1. Collect all fans and transport to designed utility room for cleaning of fans. Consult your

supervisor for the location.

2. Remove fan guards.

3. Wash and wipe entire fan.

4. Replace fan guards.

5. Ensure fan is working properly. Report to your supervisor if fan does not work properly or

there is any visible damage or defects on the fan.

6. Return fans to their original location.

**891.1 Fans, cleaning ceiling fans**

Task Minutes: 1.00 Task Description:

Unit Of Measure: per # Units Wipe/wash fans.

Category:

Task Type:

Task Instructions:

This task is for ceiling fans only

All fans are scheduled to be cleaned twice per year.

1. Use appropriate size ladder, scaffolding or scissor lift to perform task.

2. Place signage at front and rear of work area.

3. Wash and wipe entire fan (including poles and wires)

NOTE: Do not use scaffolding or scissor lift unless properly trained.

**911 Laundry and Trash Chutes Cleaning**

Task Minutes: 30.00 Task Description:

Unit Of Measure: per # Units Cleaning Laundry and Trash Chutes

Category:

Task Type:

Task Instructions:

1. Inspect Chutes:

a) Check bottom of laundry chutes to see that linen has been removed. If there is linen

under the chute, remove it. Use the metal rod with hook.

b) Make sure that bin is in place on the bottom of trash chutes.

NOTE: Place a magnetic "DO NOT USE" sign on the chute doors on all floors except top

floor where controls are located. Lock all doors with locking mechanism.

2.LAUNDRY CHUTES:

a) Dack - place a laundry tub under chute - (Dack laundry chute is located in the Dack

basement power spray room),

b) Malloy - place rags or pads on the floor under the chute so water does not go onto

Laundry floor but to drain,

c) Loftus and Sheeler - water will run to drain.

3. TRASH CHUTES:

a) The laundry tubs will catch the water when cleaning trash chutes.

4. At the controls, check the plastic container to see that there is an adequate supply of

germicidal detergent. Fill if needed.

5. Set the button at the top of the container to "SOAP" by pushing in the RED button.

6. Turn on the valve and thoroughly wash the inside of the chute.

7. Set the button at the top of the container to "RINSE" by pushing in the GREEN button.

8. Rinse chute thoroughly.

9. LAUNDRY CHUTES:

Dack:

a) Empty 30-gallon trash container, run water down trash chute

b) Mop up any excess water on the floor.

Malloy:

a) Squeegee excess water into floor drain,

b) Remove rags or pads to soiled linen container.

Sheeler:

a) Squeegee excess water into floor drain,

b) Mop up any excess water on the floor.

10. When completed cleaning go to bottom floor and take down all signs.

**934 X-ray illuminator, wall mount: damp wipe(\*)**

Task Minutes: .33 Task Description:

Unit Of Measure: per # Units X-ray illuminator, wall mount: damp wipe

Category:

Task Type:

Task Instructions:

1. Use damp cloth to wipe off metal surfaces only.

2. use dry cloth to wipe off metal surfaces.

3. Do NOT CLEAN GLASS SURFACES.

**951Damp Wipe Bed Frame**

Task Minutes: 2.80 Task Description:

Unit Of Measure: per # Units Clean and sanitize all surfaces of bed and frame

Category:

Task Type:

Task Instructions:

1. Pull bed out away from the wall, raise bed to highest level, disconnect from electrical

outlet

2. Use a damp cloth with disinfectant solution to wipe off dust and debris from bed frame

and other components.

3. Wipe off base and head boards, Bed rails, trapeze and wheels.