

Housekeeping Procedure Manual

Subject: Damp Wiping, Dusting, Polish Application	File Under:
Effective Date:	Approved By:
Revision Date:	

Procedure	Regulation/Standard
<p>Housekeepers will damp wipe, dust, or polish in the following manner:</p> <ol style="list-style-type: none"> 1. Put on personal protective equipment. . 2. Dusting: <ol style="list-style-type: none"> a. Using a dry, lint cloth or static mitten, systematically dust vertical surfaces from top to bottom; and horizontal surfaces with straight, overlapping strokes. Re-fold duster as necessary to ensure that dust is not redeposited on cleaned surfaces. Draw dust out of corners and away from the edges of horizontal surfaces. Do not flick or shake out cloth. Replace cloth as necessary. 3. Damp wiping: <ol style="list-style-type: none"> a. Prepare cleaning solution according to manufacturer's instructions. Using a damp cloth wrung almost dry, wipe surface using smooth strokes. As necessary, rinse cloth in clean water, recharge with cleaning solution and wring out until almost dry. 4. Washing: <ol style="list-style-type: none"> a. Apply cleaning solution using a cloth, then remove dirt by wiping, turning the cloth frequently. Apply clean rinse water and wipe dry with a clean cloth. 	<ol style="list-style-type: none"> 1. OSHA Standard 29 CFR 1910.132 "Personal Protective Equipment General Requirements." 2. Inaccessible areas (edges, corners, folds and crevices) are free of dust, grit, lint and spots. All high surfaces are free from dust and cobwebs. Shelves, bench tops, cupboards and lockers are clean inside and out and free of dust, litter or stains. All decorative plants are free of dust and debris. 4. Fixtures, surface and appliances are free of grease, dirt, dust, deposits, marks, stains and cobwebs. Porcelain, cubicle rails and plastic surfaces are free from smudges, smears, body fluids, soap build-up and

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<p>5. Polishing:</p> <p style="margin-left: 20px;">a. Apply polish sparingly to a surface previously cleaned and allowed to dry. Take care to avoid applying polish to adjacent surfaces. When polishing small items, or items over a hard floor, spray the polish on to a cloth rather than directly on to the item. Do not spray an aerosol polish containing silicone onto furniture on a hard floor, as some polish may fall on to the floor causing slippery conditions. When dry, buff to a high sheen.</p>	<p>mineral deposits.</p> <p>5. Hard surface furniture is free of spots, soil, film, dust, fingerprints and spillage.</p>