Contact the Property Manager for emergency repairs or maintenance requests.

* + 1. Janitorial / Housekeeping

Department: Facility & Environmental Services

Approved By: Planning Team

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Policy

There shall be procedures for improving practices in the janitorial and housekeeping services.

Procedure

Each work area will have an assigned list of specific duties posted in the janitorial closet for that particular work area including their frequency of performance.

There shall be:

* + - * Monthly inspections by a supervisor.
			* Follow-up and implementation of recommendations issued by external inspectors.
			* Review of comments, suggestions and complaints.

All special requests will be submitted to the Property Manager for follow up.