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| Section: Housekeeping HK0112.01  |
| Policy and Procedure: Work Routine |

**POLICY:**

Housekeeping shall follow a work routine where possible. The work routine will be unique to the shift such as day shift versus night shift.

**PROCEDURE:**

1. There will a work routine sheet available through the Operations Manager. The routine may consist of, but not be limited to, the following:
* Sweep and keep all stairs clean.
* Damp mop stairways, both on shelter side and private room area.
* Clean all washrooms, shelters and private room areas. Also refill with paper towels and toilet tissue. Supply hand soap. Sanitize everything.
* Take out all garbage, shelters and private room areas, and program room.
* Sweep floors and stock room areas in basement. Wash where necessary.
* Keep outside garbage bins tidy for garbage trucks to pick up.
* If donations are brought into the Hostel, there are times when the reception desk may need assistance taking them to the dock area.
* Stock Shelves/aprons, rags, etc.
* Sanitizes all doors and handles, elevator daily, especially in the common areas
* All laundry for shelter room and kitchen is done on a daily basis
* Evening housekeeper assists kitchen on the last hour of the shift.
* Early housekeeper assists kitchen the morning of the shift.

\*\*\* These duties are not all inclusive \*\*\*

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| Approved by: Executive Director/Department Manager |