

HOUSEKEEPING MANUAL

*Want a Housekeeping manual
of your own?*
Ask us for details

Your Name Here

DEVELOPMENT OF A FORMALIZED HOUSEKEEPING PROGRAM

Your manual will be created to provide written documentation and controls for your housekeeping requirements in each building.

Your manual will contain the following:

- Accurate inventories of space.
- Desired cleaning frequencies.
- Employee work schedule.
- Floor plans, color coded by floor surface and by individual cleaning zones.
- Square footage of various areas and types of floor covering.
- Cleaning check lists for each area.
- Written cleaning procedures customized to your needs.
- Inspection program.

Before these manuals can be completed, we will evaluate current cleaning procedures, frequencies and time standards. In cooperation with your cleaning supervisors, we will compare your current cleaning times and procedures with industry time standards and adjust accordingly. Our aim will be to equalize workloads at an efficient level.

PRODUCT EVALUATION

Efficient cleaning procedures are the key to cost savings. We will evaluate your current cleaning procedures and products and make recommendations where necessary.

WE WILL:

- Study your current products to see if we can consolidate usage to reduce the number of products in use.
- Establish an inventory and service record for all of your cleaning equipment.
- Make recommendations as to current needs and future consideration of your cleaning equipment.
- Suggest product evaluation methods and help in shopping “the best value” for your purchasing dollar.
- And, we will practice the philosophy that is “Procedure before product, performance before price.”

COMPLIANCE WITH OSHA/RIGHT TO KNOW LAWS

There are important OSHA and Right To Know requirements that must be adhered to in all housekeeping programs today.

These include: material safety data sheets for each cleaning product, employee training on these products and documentation of this training.

In addition, there are formalized requirements for labeling of containers used by employees.

We will assist in seeing that your housekeeping programs are in compliance in all of these areas.

EMPLOYEE TRAINING AND PROGRAM IMPLEMENTATION

WE WILL:

- Assist your cleaning supervisors with training on any new cleaning procedure implemented because of these changes.
- Assist in the training of any new supervisory personnel on a “hands-on” basis. This training will be designed to teach proper use of cleaning chemicals, equipment and custodial hardware.
- Teach your supervisors the proper way to pass along this knowledge to the members of your cleaning team.
- Conduct short cleaning seminars on specific cleaning procedures for current employees, if the need arises.

For detailed information on your personalized Housekeeping Manual:

Please fill in and return to:

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Name

Title

Company Name

Address

City, State, Zip

Phone

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