

PRIORITY TASKS – HOUSEKEEPING

Some tasks will remain within the scope of the Manager of Building Services and Housekeeping Aide.
Some tasks will be delegated to other care/service providers.
Update as applicable for your location.

High priority: time sensitive

Medium priority: can be done within 24 hours

Low priority: can be done greater than 24 hours

Activities/Tasks	Manager of Building Services	Delegation to Housekeeping Aide	Delegate to anyone/other
Environmental Cleaning & Disinfection – resident rooms/suites (surface disinfection, furniture spot cleaning, bathrooms)		YES	
Environmental Cleaning & Disinfection – resident rooms/suites (sweeping, mopping)		YES	
Environmental Cleaning & Disinfection – common areas (surface disinfection, furniture spot cleaning)			YES
Environmental Cleaning & Disinfection – common areas (sweeping, mopping)		YES	
Environmental Cleaning & Disinfection – dining rooms (sweeping, mopping, high touch point disinfection, spot cleaning walls and ceilings)			YES
Environmental Cleaning & Disinfection – main kitchen (floors)			YES
Environmental Cleaning & Disinfection – shower and bathing rooms		YES	
Environmental Cleaning & Disinfection – ALL high touch surfaces including elevators, door knobs, railings, light switches, office desks, phones, keyboards, tables, arms of chairs			YES
Environmental Cleaning & Disinfection – offices (floors, disinfection, waste removal)			YES
Environmental Cleaning & Disinfection – information centres/nurses stations (high touchpoint disinfection, floors)			YES
Hand hygiene – Refilling hand sanitizer, soap dispensers & paper towel			YES
Dusting – high and regular			YES

Activities/Tasks	Manager of Building Services	Delegation to Housekeeping Aide	Delegate to anyone/other
Autoscrub floors (hallways, common areas)		YES	
Rotational Cleaning – as per schedule			YES
Chemical and consumables supply orders	YES		
Garbage removal – all areas except kitchen			YES
Bed and room terminal cleaning		YES	YES
Maintaining pandemic supplies – i.e. microfibres, mops, disinfectant, hand sanitizer, hand soaps, chemicals	YES		

Housekeeping Tasks:

Environmental Cleaning & Disinfection – resident rooms, shower and tub rooms, high touch surfaces	Housekeeping Aide or Manager of Building Services.
Environmental Cleaning & Disinfection – Common Areas, Dining Rooms, Offices, Kitchen, information centres	Housekeeping or any other team member
Hand hygiene – Refilling hand sanitizer, soap dispensers and paper towel	Anyone
Dusting, rotational cleaning	Anyone – low priority
Floor Care	Housekeeping Aide, maintenance or Manager of Building Services – low priority
Chemical and housekeeping supplies orders, maintain inventory	Director of Env. Services or other leadership role
Garbage removal	Anyone
Bed and room terminal cleaning	Housekeeping,