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Steps for a Formal Housekeeping Program

A formal housekeeping program needs to include instructions related to the overall floor maintenance:

1. Establish which materials are appropriate and select the suitable cleaning product specific for the contaminants.
2. Institute a cleaning protocol that includes a consistent floor cleaning schedule, and identifies each employee's responsibility. The cleaning schedule must establish the time of the day that the floor cleaning is completed.
3. Set up an employee training program for all individuals who are accountable for floor inspection, cleaning, and maintenance.
4. Institute a floor inspection, cleaning & maintenance log which will maintain a record of housekeeping if a litigated claim should occur.
5. Provide warning signs and/or barricades to isolate the hazard(s). All warning signs should follow ANSI Z535.3 1991 Criteria for Safety Symbols.