

 <p><b>Confederation</b> COLLEGE</p> <p><b>OPERATING PRACTICE</b></p>	Number: 3-6-04	# of Pages: 2
	Originator:	Facilities Services
	Approved By:	President's Committee
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<b>HOUSEKEEPING STANDARDS</b>		

**1 OBJECTIVE**

1.1 Confederation College prides itself in maintaining a high standard of housekeeping. Many departments must maintain their working/learning environment in a clean, neat and safe condition because of the nature of the working/learning environment and/or because of health and safety concerns. To achieve this, certain reasonable housekeeping tasks must be performed. It is the intent of this operating practice to establish the standard.

**2 SCOPE**

- 2.1 Academic learning areas include the machine shop, electronic labs, the carpentry shop, the food technology lab, the day care facility, nursing labs, computer labs, and shops including welding, small motors, automotive, heavy duty motive equipment, stationery engineering, aircraft maintenance, flight management, instrumentation, hydraulic, drafting and any other laboratory type learning space.
- 2.2 Working areas include general offices, the bookstore, food services, physical resources maintenance shops, graphic services, shipping and receiving, and other such work areas.

**3 RESPONSIBILITY**

- 3.1 It is the responsibility of faculty to administer this practice in academic learning areas.
 

Faculty must ensure that sufficient time is allowed at the end of each class for students to clean their learning area; ie. work benches are to be swept clean, sawdust/ metal filings and cuttings are to be swept from floor, paper and food waste disposed in appropriate containers and spills are to be cleaned up. Areas are to be left in safe, clean, and neat condition.

Faculty will ensure that any furniture that was moved to allow class to function is replaced to its original position prior to end of class.
- 3.2 It is the responsibility of managers of non-academic areas to administer this practice in working areas.
  - 3.2.1 Bookstore: Bookstore staff will dispose of non-required cardboard boxes, and packing materials, etc. as required, but no less than once per day. Bookstore staff will dispose of materials in outside metal refuse containers.
  - 3.2.2 Food Services: Refuse collected by staff will be placed in large mobile containers on a continuous basis.
 

Prior to 15.00 hour daily, all refuse collected in large mobile containers will be disposed in outside metal refuse containers by cafeteria staff. It is the responsibility of cafeteria staff to clean mobile containers that become dirty and smelly due to breakage and spillage. Containers can be cleaned in physical resources maintenance area.

In all food serving areas such as Ryan Hall, Dorion snack shop, McIntyre snack shop, Shuniah lower level snack shop, and any other temporary locations, cafeteria staff, contractor or leaser, will ensure tables are cleaned of all food trays, dishes, garbage, etc. and refuse containers emptied and left with clean refill bag prior to leaving at the end of the day/evening.

Food services staff are responsible for maintaining work area floors in a safe, clean condition during all hours of kitchen and snack shop operation. Cafeteria to ensure appropriate equipment is available at all times for cleaning spills, grease etc.

For any function that requires delivery of food products, food services will be responsible for the delivery, clean-up and return of products/carts, etc. to cafeteria.

- 3.2.3 Shipping/Receiving: Shipping/receiving staff will ensure their work area floor is swept clean of all packing/unpacking materials on a daily basis and disposed in outside metal refuse containers.
- 3.2.4 Facilities Services: Facilities Services maintenance shops such as carpentry, welding, painting, mechanical, and electrical will be kept neat, clean and safe by the appropriate staff, i.e. carpentry shop cleaned by carpenters, etc.
- 3.2.5 General Offices: General office areas will be kept in neat, clean and uncluttered condition. Electrical, telephone, computer cables shall be secured and not obstructing working areas. It is expected that office staff will participate in recycling projects as such projects apply and are put in place.

#### 4 GENERAL

- 4.1 Plastic garbage bags or any other refuse container shall be filled at a reasonable weight that one person can safely remove. Housekeeping staff has been instructed, in the interest of their safety, not to remove containers that are of an unreasonable weight. Housekeeping staff will report the situation to their supervisor who will advise the department to remove the container themselves.
- 4.2 All cardboard boxes for disposing will be broken down into flat cardboard by the department receiving the boxes prior to disposing in outside metal containers. This practice will reduce our costs (less volume) and prepare us for recycling cardboard.
- 4.3 All areas are to be maintained in accordance to Operating Practice 3.5.3 Food & Beverage - Designated Areas.