

# POLICY MANUAL

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**Subject:** Work Inspections

**Effective Date:** 2/91

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**Initiated By:** Russell Taylor  
Support Services Supervisor

**Approved By:** Timothy Tull  
Chief Fiscal Officer

**Review Dates:** 12/02, 07/10 RT/committee  
10/11 RT, 03/13 RET, 11/14 LB, 11/15 LB

**Revision Dates:** 2/94 CSF

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## **POLICY:**

Housekeeping functions are evaluated on a routine basis for effectiveness and efficiency.

## **PROCEDURE:**

1. The House Keeping Manager or Designer conducts daily walk through inspection of all serviced areas.
2. This inspection includes a visual inspection for dust, improperly secured chemicals, appropriate use of safety signs, and appropriate use of personal protective equipment by employees. In addition, the general condition of the room or office is inspected.
3. A more in-depth bimonthly inspection is conducted, including moving furniture, inspection of bathroom fixtures, and inspection of all toiletry items. An inspection sheet with a grading scale is used for this purpose.