CLEANING POLICY

[Organization Name] recognizes the importance of maintaining high standards of cleanliness in the workplace. This policy is intended to ensure that [Organization Name] meets the highest possible standards and adheres to its commitment to providing a safe working environment.

SCOPE

This policy is applicable to all employees of [Organization Name].

POLICY

[Organization Name] believes it is critically important to keep its premises clean in order to not only leave a good impression on all visitors, but also ensure the health and safety of all of those on its premises. Having a clean workspace has been shown to increase productivity and creativity, along with reducing hazards.

The following are some basic precautions to take to avoid poor cleaning standards:

* Ensure that all equipment and substances are returned to their proper places after use.
* Waste should be removed on a daily basis.
* Any spills should be reported immediately.
* Report any issues that are difficult to resolve.
* All employees are responsible for ensuring the cleanliness of the workplace. Should an employee have a concern about the safe condition of an area they are responsible for cleaning, they may bring forward their concerns to their manager/supervisor.

**Cleaning Arrangements**

Cleaning Plan

A cleaning plan for the premises will be developed, implemented, and monitored.

Workplace Inspections

On a regular basis, designated personnel will conduct workplace inspections to identify areas where standards need to be improved. These areas will be highlighted for improvement.

Specifications

On a regular basis, designated personnel will conduct cleanliness inspections to ensure that cleaning tasks are completed in accordance with any specified requirements.

Combustible waste must be kept away from sources of ignition. Large items of trash that pose a particular hazard, such as obsolete furniture, should be removed as soon as possible.

Performance Monitoring

The quality of the cleaning services provided will be monitored and audited on a regular basis. Volunteers and staff must complete all cleaning activities on a regular and planned basis, according to a set schedule and to the standards specified by [Organization Name].

Health and Safety

While performing their duties, volunteers and staff must adhere to all relevant health and safety guidelines. The <insert person> will ensure that risk assessments are carried out and documented, and that volunteers and staff are fully informed about workplace hazards and control measures.

Wet Floors

When cleaning wet floors, volunteers and staff should always use clean hazard warning signs, placing the signs at the start of the task where they will be most effective in informing people that cleaning is in progress. When the task is finished and the floor is dry, the warning signs should be removed, cleaned, and returned to their appropriate storage area.

**Training**

As part of their orientation, all new volunteers should be encouraged to read the cleaning policies. In addition to relevant health and safety training, orientation will include training in any specific cleaning tasks that will be part of the role. All new volunteers and staff will receive training in the proper use of cleaning chemicals and equipment, including WHMIS training.

Employees with cleaning responsibilities in the workplace will receive appropriate information and training on the standards that must be met.

Volunteers and staff should expect periodic health and safety training updates, as needed, after their orientation and will be offered additional training relevant to their job role and the changes.

<Insert name> is responsible for organizing and coordinating staff training.