



Housekeeping Guidelines

- Housekeeping Services requires at least one housekeeping closet on each floor of the building.
- The closet needs to be at least 8.5 feet wide by at least 5 feet deep. There needs to be double doors for access of floor maintenance equipment to be stored in the closet. Singlewide doors are not wide enough. All doors must open out into the hallways. Buildings with more than four floors should have larger closets if at all possible.
- There should be a 30-inch by 30-inch floor sink in each closet unless there is a floor sink in another closet on that floor. Floor sinks should be installed in a corner location not the center of the room. Some buildings have small closets in or adjacent to the restrooms. If the rest rooms have closets with floor sinks there is no need to have a sink in other closets on the same floor.
- Hot and cold water should be provided.
- Each closet must be equipped with at least four electrical outlets. They will be used to charge batteries for floor equipment and to power radio chargers.
- There should be 12-inch deep shelves on at least two walls in the room for storage of supplies (not over the sink). Each closet should have a closet organizer installed on one wall away from the sink (Rubbermaid) RUB01992, 18”.
- There should be a light in the closet with a light cover.
- There should not be hot water heaters or other steam pipes and water pipes and valves that take up floor space. This creates an unsafe condition for housekeeping employees. Additionally, housekeeping supplies and equipment should not be stored where maintenance employees need to enter to work. Min-Max Closet.

Min-Max Closet

- Housekeeping Services requires one Min-Max closet per new/renovated building. The purpose of the Min-Max closet is to store Housekeeping supplies (paper towels, toilet paper, soap, and etc.) for the entire building.
- The Min-Max closet should be located on the ground floor or the floor that is on the same level as the loading dock if the building has a loading dock. It should be located as close as possible to the dock or service entrance.
- The room should have double doors. Singlewide doors are not wide enough. Min-Max closets should be built to at least 10 feet long by at least 12 feet wide. For buildings with more than four floors the min-max closet can be larger.
- The room should be equipped with shelves that measure 2 feet wide by 2 feet deep by 2 feet height that cover at least one long wall.
- There should be at least four electrical outlets in the room. They will be used to charge batteries for floor equipment and to power radio chargers.
- There needs to be a 30-inch by 30-inch floor sink in the room if there is not a housekeeping closet on that floor in the building. If there is another closet with a floor sink in it on the floor there is no need to have a sink in the Min-Max closet.



Corridors

- Corridors should be equipped with electrical outlets at least every 40 feet. This will allow for power to run floor maintenance equipment i.e. (buffer/vacuums, and etc.) The outlets should be dedicated so that when equipment is plugged into them they don't cause problems for other building systems.

Water Requirement

- There should be hot and cold water in each Housekeeping closet that has a sink.

Restroom Dispensers

- Housekeeping Services Prefers to use the jumbo paper towels and jumbo toilet tissue in all restrooms. The paper towel dispenser has been approved for ADA access.
- **Toilet Paper dispenser** (Georgia Pacific) (formerly Fort James), stock number 58150, Double roll 9 or 10.5 “. In disability stalls the only dispenser that should be used is the Bradley Model #5402 (Stainless Steel, two regular rolls one on top of the other)
- **Paper Towel dispenser** (Georgia Pacific) (formerly Fort James), stock number 54338. One dispenser per two sinks.
- **Soap Dispenser**, (Triad), stock number 9351.
- **Sanitary Napkin receptacle** (Rubbermaid), white, stock number 6140 (ladies Rest rooms only)
- All rest room floors must have a floor drain. Additionally, they must have water faucets access that requires a water key in each restroom.

Door Locking Procedures for Housekeeping

- All housekeepers should lock all doors even if the door was open when they arrived.
- Housekeepers should not prop outside doors open even to assist in carrying out trash, cardboard, etc.
- Always turn lights out and re-lock doors found locked upon entry, as well as those you know should be locked.
- Don't open all doors on a floor to shorten the time it takes to empty trash and clean rooms. This prevents you from having a secure floor.
- Don't open doors to allow anyone into a building that you don't know or that you don't know should be in the building.
- Don't bring visitors who are not employees into your building.