

The Leamington United Mennonite Home and Apartments

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Administration	<b>SUBJECT:</b> Environmental Services	<b>SECTION:</b> E <b>POLICY:</b> 4
<b>DATE:</b> September, 2004	<b>Signature:</b> _____ ADMINISTRATOR	

**ENVIRONMENTAL SERVICES**

**POLICY:**

The Leamington Mennonite Home maintains a comprehensive Environmental Service Program to ensure the safety, quality and optimal functioning of all environmental systems.

**PROCEDURE:**

- The Leamington Mennonite Home Maintenance Staff shall complete routine preventative maintenance and testing, documenting as required, for the following systems:
  - Fire and Smoke Alarm, Sprinkler Systems
  - Security and Lock Systems
  - Generator
  - Hot Water
  - Heating
  - Cooling
  - Electrical
  - Pest Control
  - Waste Management
- The Leamington Mennonite Home Maintenance Staff shall assess, monitor and evaluate, with completion of repairs, etc., for:
  - Facility Equipment
  - Building: Interior and Exterior
  - Maintenance Supplies and Inventory

The Leamington Mennonite Home Preventative Maintenance Checklist, LMH Monthly Compliance Audit, and the Occupational Health and Safety Facility Inspection Forms shall be used to document facility systems, deficiencies and action plans.

## Weekly Preventative Maintenance Checklist

Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

### Tasks

- Kitchen:**
- \_\_\_\_\_ Pick up Produce (Mondays & Thursdays)
  - \_\_\_\_\_ Clean Kitchen & Warewashing A/C Drains (bi-weekly)
- Homewide:**
- \_\_\_\_\_ Check Water & Air Temps (daily)
  - \_\_\_\_\_ Salt Entranceways (seasonal)
  - \_\_\_\_\_ Wash Outside A/C Compressors (seasonal)
  - \_\_\_\_\_ Change all A/C Filters (bi-weekly)  
*(check and clean/change filters in April in preparation for hot weather)*
  - \_\_\_\_\_ Deliver diaper products (Wednesdays)
  - \_\_\_\_\_ Put away diaper products delivery (bi-weekly)
  - \_\_\_\_\_ Knock Down Icicles and Snow from Roof Edges (seasonal)
  - \_\_\_\_\_ Empty cigarette butt containers
- Complex:**
- \_\_\_\_\_ Check Fire Alarm System & Sprinkler Valves in All Buildings (daily)
  - \_\_\_\_\_ Check Water Supply Equipment (daily)
  - \_\_\_\_\_ Check Hot Water Tanks
  - \_\_\_\_\_ Garbage/Recycle (Mondays & Thursdays)

# Quarterly Preventative Maintenance Checklist

## Tasks

- Kitchen:**
- \_\_\_\_\_ Degrease/Polish Stainless Steel Hood Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Clean Steamer Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Change Steamer Filters (January, July) Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Clean Robot Coupe Blixer Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Clean hood fan filters Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Kitchen & Warewashing Hood Fans (Jan, Oct, Summer Student – Apr, Jul) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
*1x every 2 years – Contracted Service, deep clean (Sep, even # years)*  
*Contact Troy, ask them to contract Got Steam, Jason Campbell*
- Laundry:**
- \_\_\_\_\_ Completion of Quarterly Maintenance Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
& Fill Out Log Book: Washers #1, 2, 3
  - \_\_\_\_\_ Completion of Quarterly Maintenance Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
& Fill Out Log Book: Dryers #1, 2, 3
- Housekeeping:**
- \_\_\_\_\_ Burnisher (GREEN, NOBLES) Date: \_\_\_\_\_ Initials: \_\_\_\_\_
    - Check the drive transaxle motor, the vacuum motor and the brush motor for carbon brush wear. Replace carbon brushes when worn to a length of 10 mm or less.
  - \_\_\_\_\_ Swing Buffers #1 & 2 (ORANGE, TASKI) Date: \_\_\_\_\_ Initials: \_\_\_\_\_
    - Check carbon brush wear.
  - \_\_\_\_\_ Swing Buffer (BLUE/GREY, DUSTBANE) Date: \_\_\_\_\_ Initials: \_\_\_\_\_
    - Disconnect the power cable from the outlet before installing or removing drive pad, floor pad or performing maintenance on the polisher.
    - Remove the drive pad and floor pad from the machine and clean with fresh water.
    - Wipe the chassis, motor cover, handle and power cable with a mild detergent and water. Do not spray water near the air inlet of the motor cover.
    - Check unit for damage to the power cord (yellow cable), pigtail (black) and motor cable (black). Replace immediately, if required.
- Homewide:**
- \_\_\_\_\_ Clean Dining Room/Berg Ceiling Fans Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Check ERV System Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Compressor Maintenance Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Clean 2 Washer Drains Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Check All Floor Machines Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Clean Fall Mats Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Clean LTC vents and dust ceiling Date: \_\_\_\_\_ Initials: \_\_\_\_\_
  - \_\_\_\_\_ Vent Inspections (Mar, Jun, Sep, Dec) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
*1x Annually – Take down, deep clean (Jun)*  
*2x Annually – Wipe down, light clean (Mar, Sep)*
  - \_\_\_\_\_ Lift Inspections (Feb, May, Aug, Nov) Date: \_\_\_\_\_ Initials: \_\_\_\_\_

*Weights: Bathing (Feb), Mechanical (Aug)*  
*1x Annually – Annual Lift Maintenance Inspection*

\_\_\_\_\_ Clean Mtg Rm Dishwasher Drain Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(Jan, Apr, Jul, Oct)

\_\_\_\_\_ Daylight Savings – Change Light & Door Timers Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(March & November)

**Townhouses & Gardens:**

\_\_\_\_\_ Change Furnace Filters Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(Dec/Jam - Summer Student – May, Aug)

\_\_\_\_\_ Clean air exchanger boxes in all LMH owned Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
North Townhouses (HRV System)  
(February, November, Summer Student May, August)

**Quarterly Maintenance Log: WASHERS #1, 2, 3 (stored in Laundry Room)**

1. Disconnect electrical power from the machine
2. Turn off the water supply and bleed the pressure from the supply hoses
3. Remove the water supply hoses from the rear of the machine and clean or replace the inlet screens, as needed
4. Thoroughly clean the detergent dispenser
5. Remove the top and front panels from the machine
6. To help prevent corrosion, clean accumulation of detergent and other chemicals from the panels
7. Inspect inside of machine for leaks, repair as needed
8. Clean the door gasket
9. Reinstall top and front panels
10. Restore power and return machine to service

**Quarterly Maintenance Log: DRYERS #1, 2, 3 (stored in Laundry Room)**

1. Clean the lint and any other foreign materials from air vents on the motors
2. Exhaust ducts should be inspected to ensure there has been no buildup of lint
3. Inspect the area to make sure nothing is obstructing the flow of combustion and ventilation air
4. Remove front panel and clean any lint buildup
5. Check belt tension and adjust if needed

Revised: October 28, 2015

# Annual Preventative Maintenance Checklist

## Tasks

- Kitchen:** \_\_\_\_\_ Clean Steamer Water Line Strainer Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Clean kitchen light fixtures Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Laundry:** \_\_\_\_\_ Clean Steamer Water Line Strainer Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Completion of Semi Annual Maintenance Log: Dryers #1, 2, 3 Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Homewide:** \_\_\_\_\_ Clean all Radiators (before heat on) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Replace Grease Trap Gaskets Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Change Time on Door Alarms & Timers Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(2x Annually – Daylight Savings – Mar & Nov)  
\_\_\_\_\_ Change/Check A/C Filters (Rooftop) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(2x Annually – Daylight Savings – Mar & Nov)  
\_\_\_\_\_ Oil Change – Pick Up (Jun) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Generator Load Test (Jul/Aug) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Annual Fire Inspection List (Aug) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Clean all A/C Units, Blow Out Lines Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(2x Annually – Spring/Fall)  
\_\_\_\_\_ Check Roof Top Drains – Unplug Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(2x Annually – Spring/Fall)  
\_\_\_\_\_ Clean Kitchen Cooler Roof Top Motors Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Summer/Winter Tasks Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(2x Annually – Spring/Fall)  
    • Benches  
    • Sprinklers  
    • Bubble Rocks/Water Features  
    • Patio Furniture
- Complex:** \_\_\_\_\_ Change Smoke Detector & CO2 Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Batteries and Test Units  
(2x Annually – Daylight Savings – Mar & Nov)  
(Summer Student – Apr, Aug)  
\_\_\_\_\_ Clean & Put Out Patio Furniture & BBQ's Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(approx. May)  
\_\_\_\_\_ Clean & Store Patio Furniture & BBQ's Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(approx. October)
- Pickwick & Homeview:** \_\_\_\_\_ Clean Bathroom Fans Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ A/C Covers Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(Remove – April, Install – October)
- Gardens & Townhouses:** \_\_\_\_\_ Clean Kitchen Fans Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\_\_\_\_\_ Check Water Pressure for  
A/C / Furnace Units  
(Gardens – 1<sup>st</sup> Floor Only)

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\_\_\_\_\_ Clean out exterior Dryer Vents (Gardens 1, 2, 3 & Townhouses)  
(Summer Student – will need help with ladder for 3<sup>rd</sup> floor)

### **Semi Annual Maintenance Log: DRYERS #1, 2, 3 (stored in Laundry Room)**

11. Check the tumbler over thoroughly for loose nuts, bolts and screws, and for loose gas, electrical connections
12. GAS CONNECTIONS: Check for leakage that might be caused by vibration. Use a non-corrosive leak detection fluid.
13. ELECTRICAL CONNECTIONS: Electrical service and grounding connections should be examined for proper tightness

Revised: February 11, 2015

# Monthly Preventative Maintenance Checklist

## Tasks

**Kitchen:** \_\_\_\_\_ Descale Steamer Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Wash Kitchen & Warewashing Carts & Mats Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(*Summer Students May – August*)  
\_\_\_\_\_ Clean Kitchen & Warewashing Vents  
\_\_\_\_\_ Clean Walk-in Cooler Motor  
\_\_\_\_\_ Clean Walk-in & Stand-up Freezer Motors  
\_\_\_\_\_ Inspect/Clean Steamer Drain Screens & Lines, Check for Leaks

**Laundry:** \_\_\_\_\_ Rinse Lint Traps from Dryers Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Completion of Monthly Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Maintenance Log: Washers #1, 2, 3  
\_\_\_\_\_ Completion of Monthly Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Maintenance Log: Dryers #1, 2, 3  
\_\_\_\_\_ Clean Washer Drain  
\_\_\_\_\_ Clean Dryer Vents

**Housekeeping:** \_\_\_\_\_ Burnisher (GREEN, NOBLES) – FRIDAY’S BEFORE 1:30 pm:  
 Blow Out Dust inside the pad driver motor  
\_\_\_\_\_ Burnisher (GRREN, NOBLES) – 2<sup>nd</sup> MONDAY:  
 Clean the battery tops of corrosion  
 Check for loose or corroded battery cables  
 Lubricate the caster with a water-resistant grease  
 Check the machine for loose nuts and bolts  
 Check the condition of the dust skirt, replace if worn  
 Check water temps  
 Blow out air hose & motor

**Homewide:** \_\_\_\_\_ Compliance Mudding & Repairs Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(*Week of 1<sup>st</sup> Monday of the Month*)  
\_\_\_\_\_ Generator & Fire Systems Test Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Clean Floor Drains: HK Rm, Tub Rooms, Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Washrooms, Other?  
\_\_\_\_\_ OH & S Audit (see weekly agenda) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Switch Pumps & Clean Filters in Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
Electric & Boiler Rooms  
**Homewide:** \_\_\_\_\_ Turn Water Valves to Prevent Seizing Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Descale Humidifiers (during winter) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(*Bi-Monthly – every 1500 hrs*)  
\_\_\_\_\_ Check temperature gage on tubs (batteries) Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**Complex:** \_\_\_\_\_ Fire Testing (3<sup>rd</sup> Wed of Month) Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Clean Carpet Cleaner Lines Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
\_\_\_\_\_ Turn Water Valves to Prevent Seizing Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
(Gardens, Pickwick & Homeview)

**Monthly Maintenance Log: WASHERS #1, 2, 3 (stored in Laundry Room)**

14. Check for leaks in valves, hoses and connections
15. Remove lint remnants from the drain opening, joint in drainpipes, etc.

**Monthly Maintenance Log: DRYERS #1, 2, 3 (stored in Laundry Room)**

1. DO NOT lubricate bearings, all bearings are pre-lubricated and sealed
2. Remove the exhaust duct from the exhaust thimble and remove lint. If excessive lint is evident at the thimble, further disassemble the ductwork and remove lint.

Revised: March 14, 2019





Leamington Mennonite Home  
**OCCUPATIONAL HEALTH & SAFETY COMMITTEE**  
**MONTHLY FACILITY INSPECTION**

**LTC \_\_ 1st Floor/ \_\_ 2nd Floor/ \_\_ 3rd Floor**

*NOTE: The LTC 3 Floors will be inspected on a rotating monthly basis.*

Date: \_\_\_\_\_

Time: \_\_\_\_\_

OHSC Representatives: \_\_\_\_\_

<b>PERSONAL PROTECTIVE EQUIPMENT</b>	<b>Pass Inspection</b>	
Personal protective equipment is in good repair and present <i>(Gloves, Goggles, Apron)</i>	Yes	No
<b>EQUIPMENT</b>	<b>Pass Inspection</b>	
Equipment is working properly	Yes	No
<b>LIGHTING</b>	<b>Pass Inspection</b>	
Lighting is working and in good repair	Yes	No
<b>BEDS</b>	<b>Pass Inspection</b>	
HiLo Bed Cords clear	Yes	No
Bed Check Cords clear	Yes	No
<b>WASHROOMS</b>	<b>Pass Inspection</b>	
Washrooms meet requirements for sanitary facilities <i>(Public &amp; Resident)</i>	Yes	No
Toilets	Yes	No
Sinks	Yes	No
Faucets	Yes	No
Soap Dispenser	Yes	No
<b>TUB ROOMS</b>	<b>Pass Inspection</b>	
PPE's are available	Yes	No
Tubs	Yes	No
Hook in Shower for Hose	Yes	No
Faucets	Yes	No
Drains	Yes	No





Leamington Mennonite Home  
 OCCUPATIONAL HEALTH & SAFETY COMMITTEE  
**MONTHLY FACILITY INSPECTION**

## SERVICE CORRIDOR

(Kitchen & Laundry)

*NOTE: The Service Corridor (Kitchen & Laundry) will be inspected on a monthly basis.*

Date: \_\_\_\_\_

Time: \_\_\_\_\_

OHSC Representatives: \_\_\_\_\_  
 \_\_\_\_\_

LAUNDRY	Pass Inspection	
Washers	Yes	No
Dryers	Yes	No
Sewing Machine	Yes	No
Laundry Chute	Yes	No
Lights	Yes	No
ELECTRICAL ROOM	Pass Inspection	
Lights	Yes	No
Clear Pathway	Yes	No
<i>OLD BOILER ROOM (by kitchen)</i>	Pass Inspection	
Lights	Yes	No
NEW BOILER ROOM	Pass Inspection	
Lights	Yes	No
GARBAGE ROOM	Pass Inspection	
Lights	Yes	No
STOREHOUSE	Pass Inspection	
Lights	Yes	No
Clear Access	Yes	No

<b>SHIPPING/RECEIVING</b>		<b>Pass Inspection</b>	
Lights		Yes	No
Clear Access		Yes	No
<b>HOBBY ROOM</b>		<b>Pass Inspection</b>	
Chemicals Properly Stored		Yes	No
Machines		Yes	No
Lights		Yes	No
<b>MAINTENANCE ROOM</b>		<b>Pass Inspection</b>	
Chemicals Properly Stored		Yes	No
Clear Pathway		Yes	No
Lights		Yes	No
<b>LOCKER ROOM</b>		<b>Pass Inspection</b>	
Lights		Yes	No
Nothing on Top of Lockers		Yes	No
<b>STAFF ROOM</b>		<b>Pass Inspection</b>	
Lights		Yes	No
<b>WAREWASHING</b>		<b>Pass Inspection</b>	
Floor Dry		Yes	No
Chemicals Properly Stored		Yes	No
Dishwasher is in Good Working Order		Yes	No
Soap Dispenser		Yes	No
<b>KITCHEN</b>		<b>Pass Inspection</b>	
Equipment in Good Working Order		Yes	No
Walk-In Coolers/Freezers in Good Working Order		Yes	No
<b>OFFICE</b>		<b>Pass Inspection</b>	
Equipment in Good Working Order		Yes	No
Clear Access		Yes	No
<b>OUTSIDE AREA</b>		<b>Pass Inspection</b>	
Lighting		Yes	No
Walking Surface (Icy)		Yes	No

<b>REPAIRS/MAINTENANCE REQUIRED - DETAILS</b>

