



**COMMUNICATIONS MISCELLANEOUS
POLICY/PROCEDURE**

Policy No. 7040	Date Issued: August 5, 1996
7000 – Operations Policies –	
Section: Miscellaneous	Date Revised: June 2, 2021
Accreditation Standards:	
SUBJECT: HOUSEKEEPING	
APPROVED: <u><signed copy on file></u> Amethyst Uchida, General Manager	

1.0 Purpose

To keep our facility and work environment neat and sanitary.

2.0 Procedure

- 2.1 Mailboxes will be kept free of excess papers (i.e., memos, etc.) so as to allow for easy access.
- 2.2 Food kept in lockers will be kept in airtight containers with lids or plastic zip lock bags.
- 2.3 Refrigerator/freezer space is limited. Food stored in the refrigerator/freezer will be labeled with your name and removed daily at the end of your shift. Any unlabeled food is considered community property and will be thrown out at the expiration date.
- 2.4 The dishwasher should be used in lieu of washing by hand, as it sanitizes as well as cleans the dishes.
- 2.5 Keep counter tops and tables wiped off and free of crumbs which can draw ants, etc. Clean up behind yourself as you go.

3.0 Daily Cleaning Schedule

- 3.1 Assignments

3.1.1 The kitchen and break room are common areas used by all employees, therefore the responsibility of keeping it clean and tidy should be shared by all divisions of the organization. Each division is responsible for certain days of the week:

- Sunday & Monday - Red Team
- Tuesday – Managers
- Wednesday – Systems Division
- Thursday – Administrative personnel
- Friday & Saturday – Blue Team

3.2 Duties

3.2.1 The dishwasher should be started at the beginning or end of a shift, or as needed. There should be no dishes left in the sink at any time. Employees should immediately rinse and scrape dishes and put them in the dishwasher.

3.2.2 If the dishwasher is clean and needs to be emptied, any off-going employee should empty the dishwasher before leaving.

3.2.3 The countertops, including the computer area, should be wiped down with a disinfecting wipe as needed.

3.2.4 The inside of the microwave should be cleaned. This includes washing the rotating tray.

3.2.5 The coffee maker and respective area should be kept tidy. No used spoons or open packets should be left on the counter.

3.2.6 The top of the stove/burner area should be clean of crumbs or spillage. If a spill occurs, it should be cleaned immediately.

3.2.7 The trash should be taken out when it is full and a new bag put in.

4.0 Weekly Cleaning Schedule

4.1 The refrigerator should be emptied and the shelves wiped down at the end of each team's work week (Saturday night and Tuesday or Wednesday night).

4.1.1 It is the responsibility of the Lead dispatcher to assign someone to empty the fridge or to do it themselves.

4.1.2 Employees will put their names on their food containers, including condiments, so the person emptying the refrigerator can tell if the employee is on-duty. Containers without names will be thrown away.

5.0 Monthly Cleaning Schedule

5.1 The cloth couches should be steam cleaned as needed.

- 5.2 The self-cleaning feature on the oven should be operated on a graveyard shift as needed.

6.0 Bi-Annual Cleaning Schedule

- 6.1 The kitchen drawers and kitchen cupboards will be organized and cleaned out. It will be the responsibility of the Operations Supervisor, Lead dispatcher or volunteer employees to do this.

7.0 Recycling

- 7.1 The Authority encourages all employees to recycle according to the City of Santa Cruz's Resource Recovery Facility guidelines. The following items can be recycled, and should be put in the recycle receptacles in the kitchen or in the blue receptacles located throughout the building. There is no need to sort.
- Paper: All clean paper including white and colored paper, envelopes, brochures and flyers, cardboard, newspaper, paperboard (cereal boxes, paper towel rolls, manila file folders, etc.), and paper bags (grocery and shopping).
 - Glass: All bottles and jars. Rinse clean and discard lids.
 - Cans: Aluminum, tin, steel, bi-metal, and food aerosol cans. Rinse, labels okay.
 - Aluminum: Cans, pie plates, and trays. Rinse clean. Foil wrap must be clean and flattened.
 - Plastic containers: Everything numbered 1, 2, 3, 4, 5, and 7. NO #6. Plastic bottles, jars, and tubs. Rinse clean and remove liquids. The black food trays are not recyclable.
 - Plastic bags: Clean, dried, bagged and tied. Bubble wrap and plastic wrap from packages (but not cellophane). **BAG YOUR BAGS!** There is a can in the copy room designated for plastic bags and a hook in the recycling area of the kitchen.

NOT RECYCLABLE: Shredded paper, juice boxes, soy containers, books with glue binding, food contaminated items, waxed paper or cardboard, plastic-coated paper or cardboard, no Styrofoam of any kind. No plastic cups or clamshells.