

HOUSEKEEPING COMMITTEE POLICY

Committee Structure:

The Housekeeping Committee shall aim for a maximum of seven and a minimum of five members.

General Overview:

The purpose of this committee is to ensure the common areas are clean and maintained. All duties are to be completed weekly. These areas include the following:

- Laundry Room:
 - Clean machines (washer & dryers)
 - Wipe counter tops
 - Sweep and wash floor
 - Clean laundry tub
 - Empty garbage can
- Main Floor Duties – Windows/doors:
 - Clean all windows and doors with cleaning products located in laundry room cupboard
- Second and Third Floor Duties – Windows/doors:
 - Clean all windows and doors with cleaning products located in laundry room cupboard
- Main Floor Duties – Vacuuming of carpet area
 - Vacuum all carpet areas on first floor, including lobby area. Vacuum located in storage cupboard by the laundry room
- Second Floor Walkway
 - Sweep walkway
 - Remove any cob webs from light fixtures and surrounding area
- Washroom Duties (located in basement):
 - Clean toilet and sink
 - Mop floor and floor area in the hallway outside of the washroom
- Arrange to obtain 3 quotes for the annual window cleaning for all units and submit to the Board for approval.
- Arrange annual Locker Room clean-out

Attendance:

Housekeeping Committee members are expected to attend all housekeeping committee meetings. Members who miss three consecutive meetings without cause may have their term on the committee reviewed. The Chair will approach the Member to see why they have missed the meetings. If the Member continues to be absent from the Committee, the Chair will report such absences to the Board and the Board will follow up with the Member to determine a course of action.

Responsibilities:

- Committee elects Chairperson for a term to be determined by the Committee. This person is responsible for the budget and ensuring committee responsibilities are being met.
- Committee to work together to ensure cleanliness throughout the common areas located inside the Co-op.
- Conduct monthly or semi-annual meetings and record minutes of those meetings. Communication should be exercised to ensure co-op needs are being addressed. Issue a copy of the minutes to the office for filing.
- Suggest improvements to by-laws, policies and procedures currently in place.

CERTIFIED to be a true copy of the Housekeeping Committee Policy of Birch Cliff Co-operative Homes, passed by the Board of Directors at a meeting held on April 14, 2011.

Director

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