

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Housekeeping

**Chapter:**

**Effective Date:**  
7/1/1992

**Revision Date:**  
11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. As a staff member you are expected to keep your work area neat, clean and well-organized at all times for the health and safety of the residents and other staff working in the area.
2. A written plan for keeping the home clean can benefit both residents and staff. Residents benefit because they have an opportunity to improve existing skills, learn new skills, and experience the satisfaction that comes with being a full member of a household and having a home that is safe and clean. Staff members benefit too because responsibilities are shared and this ensures no one person is overburdened and contributes to general team spirit.
3. The written plan contains a list of housekeeping duties, both inside and outside, for the home. Assignments are given first to residents who have specific housekeeping duties as part of their annual service plan. The remaining duties should be assigned based on residents' skill and level of interest. Residents are not required to participate in the general upkeep of the home, but are encouraged to do so. Staff on-duty are assigned responsibility for assisting with or completing all of the duties for their shift. Some homes use a system for initialing the checklist as each assigned task is completed. This provides assurance that the assignment was completed and allows each person the dignity of being responsible for their own performance.

## DISCUSSION: