

Procedures: Maintenance of Clinic

Date Written: 08/09

Date Revised:

Sumlar Therapy Services, Inc.

General cleaning will be performed by a cleaning crew on a regular basis.

General and immediate housekeeping needs are to be addressed by employees.

Neatness and safety conditions of therapy rooms are the responsibility of the therapists who use them. Cleaning supplies and hand cleanser should be kept out of reach of children. Objects presenting a choking hazard or safety hazard should also be stored on the shelves above the reach of children. Therapists are to maintain the quality of the therapy equipment as well as the storage of therapy equipment.

Each employee is responsible for the neatness of their office space. Employees take time at least bi-annually to review and organize their areas to facilitate a good working environment.

All employees are responsible for neatness in the common areas. This includes trash disposal, dishes, replacing paper products, etc.

Push-pins, and magnets (less than 1-1/2 inches) in diameter are not to be used in the clinic, due to the safety hazard they present to children. Exception will be made for the kitchen and therapists' office area, but push-pins and small magnets should still be used sparingly. Exception will not be made for the front office, due to its proximity to the patient care area and open nature.