

Date Adopted	11/93	Section	400 Safety
Date Revised	10/94, 08/02, 08/14	Subject	406 Housekeeping and Home Maintenance
Rule Referenced	5123:2-3-10		

## **406 Housekeeping and Home Maintenance**

**It is the policy of Choices In Community Living to provide homes that are extremely well kept, in excellent condition both inside and out, have modern furnishing in good condition, excellent mechanical, electrical, plumbing, and safety equipment, and staff who maintain the highest level of housekeeping.**

### **Waste Disposal**

Care Staff must dispose of all hazardous waste in red bio waste bags or red sharps containers as appropriate. Transport bags and containers to the Choices In Community Living, Inc. office by the date specified for pick-up by the hazardous waste disposal company.

Dispose of refuse and other solid waste immediately after production or store in leak proof containers with tight-fitting covers which provide protection from animals, rodents, and insects until time of disposal. Dispose of such wastes through a public disposal service or a private contract service where available. Where no public or private waste disposal system is available, dispose of refuse and solid wastes in accordance with the requirements of the Ohio Department of Health and any local regulations, rules, codes, or ordinances.

### **Bedroom Accommodations**

Preferably each client has his/her own bedroom. No more than two clients may occupy a bedroom. No two clients of the opposite sex may occupy a bedroom unless the clients are consenting adults or under six years of age. Clients who are non-ambulatory will be located will have ground floor bedrooms with easy exit and emergency response alarms.

Living rooms, dining rooms, entryways, closets, corridors, outside porches, unfinished attics, and unfinished basements will not serve as bedrooms. Rooms used as throughways to and from other areas of the residential facility will not serve as bedrooms.

Each bedroom must have at least one outside window through which the client using the room may safely evacuate. If the bedroom is below the grade level of the home, the room must have two means of exit, one of which may be a window. Each bedroom will have adequate ventilation.

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Choices In Community Living, Inc. provides each client with a bed or crib as appropriate that is sturdy, safe and in good condition and prohibits the use of hideaway beds and rollaway beds. Cribs provided for clients will measure six inches longer than the client's height. Use side rails only as approved in the client's Individual Service Plan and in accordance with the Ohio Department of IDD behavior management rules.

Choices In Community Living, Inc. provides each client with a clean and comfortable mattress, including box springs when needed. Choices In Community Living, Inc. provides each client with bedding appropriate to the weather and climate. Maintain clean and sanitary linens and bedding for each bed or crib. Choices In Community Living, Inc. does not allow clients to sleep on exposed mattresses or on exposed mattress covers. Waterproof mattress covers are provided for all infants and individuals who are incontinent.

Choices In Community Living, Inc. provides each client with good bedroom furniture appropriate to the client's needs. The agency provides each client closet space with racks and shelves and drawer space in the bedroom for in-season clothing and personal possessions. The agency ensures the client can access the closet space and drawers without assistance.

### **Bathrooms**

Choices In Community Living, Inc. supplies bathrooms and bathing facilities with running water maintained at a comfortable level to prevent injury.

The staff will ensure the bathroom is kept in excellent clean and sanitary condition and in good repair.

### **Maintaining the Home**

The home will be kept in excellent condition at all times. With adequate notice, homes may be inspection by the Ohio Department of IDD or county board of IDD.

Choices In Community Living, Inc. takes measures to eliminate and prevent the presence of insects, rodents, and other vermin in and around the home. Screens will be on opened doors and windows. Pest control specialist will be contracted to eliminate pests as needed.

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Maintain the interior of the home, including walls, carpeting, flooring, stairs and basements in excellent clean, orderly condition and in excellent repair.

Staff will report to their supervisor and concerns with the electrical outlets and electrical systems including appliances, cords, switches, lighting fixtures and lamps. Home managers will ensure the good and safe operating condition by reporting and monitoring maintenance repairs as needed.

Ensure that sidewalks, escape routes and entrances are free of obstacles, ice and snow.

Keep hallways and exits clear.

### **Furnishings, Equipment and Supplies**

Staff will ensure the kitchen, the food preparation area, and serving area of food is in excellent sanitary conditions.

Choices In Community Living, Inc. provides accessible laundry facilities to the clients living in the home adequate to meet their needs.

Maintain the home at a comfortable and healthy temperature based on the clients' needs and desires.

Choices In Community Living, Inc. provides the home with modern, well kept, appropriate, comfortable and attractive home-like furniture and decor. Maintain all furniture and equipment in excellent condition and repair, adequate to meet the needs of the clients.

Choices In Community Living, Inc. provides each home with at least one non-pay telephone to which clients have reasonable access at all times for making local calls. The location of the telephone will provide privacy for the client.

Choices In Community Living, Inc. ensures that a sufficient toiletries (deodorant, shampoo, oral hygiene items and feminine hygiene products), toilet paper and clean towels and washcloths to meet the needs of the clients is available.

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No part of the home shall be off limits to clients except for private bedrooms of others unless consent is given, mechanical and boiler rooms or other areas of the home that present a health or safety risk to the client as identified by the client's Individual Service Plan or Choices In Community Living, Inc.

Shut down equipment when making repairs or adjustments. Only persons authorized to do so may make repairs or adjustments.

Store supplies and equipment in a neat, careful and safe manner.

Report defective equipment and unsafe conditions to the supervisor immediately.

Maintain equipment in excellent condition.

Only use equipment if familiar with how to operate it properly and safely. Call your supervisor if you need instruction or information.

Do not erect any sign which labels the clients disrespectfully.

Ensure the numbers identifying the home's address are clearly visible from the street.

### **Reporting Maintenance Concerns**

Complete a work order form to report all maintenance concerns. Immediately report suspected unsafe conditions by calling your supervisor.

1. Fill out Work Order Form.
2. Forward Work Order Form to Program Administrator.
3. Program Administrator forwards Work Order Form to the office or Program Director, as appropriate. The Program Director and Program Administrator is responsible for ensuring the repair is completed.