

# **VIAMED Ltd**

## **Company Personnel Manual**

### **Section 27. Housekeeping**

Viamed is a supplier of, primarily, medical equipment. This means that product leaving the building must be in the very best of conditions and correctness.

Each department within the company has their own contribution to make, to maintain our standards of service. One area in which we do this is by maintaining a clean and tidy working environment. Individual workspaces are the responsibility of each particular individual. Where there are working spaces that are not occupied by any specific individual, then those nearest to that area must take some responsibility for its cleanliness and tidiness.

The office areas have all got shelving or drawers by each desk. No mess must be left lying around to clutter up the area, thus allowing for an uncluttered mind. At the end of each day tidy the desk area and file / stow those documents that require so doing. Each desk area has a plastic waste bin, which must be emptied at the end of each week, or earlier if full.

Cleaning materials are available for any person who wishes to clean their working space more often than the weekly done by the contracted cleaners.

The workshop areas also have shelving space around the department, as well as individual toolboxes. At the end of each day staff must tidy up their particular working space. Cleaning materials are available for any person at any time to ensure they maintain a clean working environment. Each working space has its own waste bin, which must be emptied at the end of each week, or earlier if full.

At various times customers, and other visitors, may require a tour of our facilities. So that we are not continually having to rush around and ensure that everything is clean and tidy, we need to maintain a constant vigilance with all areas of good housekeeping.