



**VILLAGE OF FRASER LAKE**  
**PUBLIC WORKS**  
**Lunchroom & Vehicle sanitizing Policy**  
**May 28, 2020**

In compliance with the Public Health Orders issues by the Provincial Health Officer and WorkSafeBC, the Village of Fraser Lake Public Works Department has outlined a cleaning procedure for the Public Works building and vehicles to ensure a safe and healthy workplace environment for all employees.

The Public Works lunchroom, office areas and vehicles utilized during work hours will be cleaned with either a 12% bleach solution mixed with water at a 5:1 ratio and/or soap and water, along with a designated wash bucket and cleaning supplies. All surfaces and contact areas noted in the check-sheets will be cleaned or sanitized at specified time during each operational day.

**For daily sanitizing of lunchroom, kitchen and washroom areas**, the Director of Public works, or designate, will be responsible for cleaning areas of note prior to the start of shift. Once the workday has begun, a staff member will be assigned the duty of cleaning and sanitizing these areas *on a weekly rotation*. This may be a shared responsibility. Contact points, countertops, eating and washroom facilities will be cleaned at 11:00 am (prior to lunch break) and at 3:30 pm prior to end of shift. At the onset of this program, the assigned person will be shown all necessary points of contact to sanitize and will record the time and date of cleansing on the appropriate cleaning log. This person will sign off on completed cleaning activities by adding their signature. When issues, points of interest or concerns are encountered, a note will be added to the cleaning log.

**For vehicles**, that will be utilized during the day, the vehicle operator, will be responsible for the sanitizing of all noted contact points both inside and outside the vehicle or equipment. These contact points are to be cleansed prior to use. If a passenger will be riding in the vehicle, the passenger will cleanse their area in the vehicle. If vehicle is used by multiple people during the same workday, the new operator and/or passenger will complete the same cleansing protocol before operating the vehicle or equipment. This will be recorded in the provided Vehicle Fleet Logbooks.

A wooden box, containing a plastic 10lt. jug of clean water, a handheld container of hand soap and 2 rolls of disposable paper towel is provided in every vehicle for on site hand washing during working hours. Prior to start of use, the person operating that vehicle, is responsible for ensuring the plastic container (specified for water) is in good condition and full. Adequate supply of paper towel and liquid soap is also to be maintained. The hand cleaning kit will be stored in an easily accessible area in the vehicle.

If additional hand washing or cleaning supplies are required, the staff member assigned for cleaning duties will be responsible to obtain the required product(s) in line with the Village of Fraser Lake Purchasing Policy.

Vern Hilman

Director of Public Works

Fraser Lake, BC

# Public Works Lunchroom/Office cleaning checklist

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DONE/time

DAILY CLEANING

Name/ notes

kitchen faucet

dishes/dishwasher

coffee pot/supplies

table top/counters

microwave/fridge

door handles

washroom facilities/  
vanity

time card area

office desk top

phones/calculator

keyboard/mouse

arm rests on chairs

light switches

printer pad controls

# Public Works Lunchroom/ Office cleaning checklist

DONE	WEEKLY CLEANING	NOTES
	check refrigerator for spoiled food	
	Clean bathroom(s)	
	Vacuum	
	Mop floors	
	Clean kitchen appliances	
	Take out garbage	
	Check refrigerator for spoiled food	
	Check soap and hand sanitizer dispenser levels	
	Check paper towel and toilet paper dispensers	
	check dishwasher soap quantity	
	check sanitizing liquid supplies	
	check broom and mop condition	
	Floor mat washed with soap and pressure washer	



