

MuseumPests.net

A Product Of The Integrated Pest Management Working Group

PROCEDURES TEMPLATE: Housekeeping

- *This document is one of a series of templates to assist you in writing IPM procedures for your collection and/or institution. This template relates to housekeeping.*
- *If you already have a standard institutional procedure format, this document should follow that same formatting.*
- *Remember that if your institution already has a collection management policy or other relevant policies and procedures in place, you must be careful to ensure that these procedures do not conflict with those documents.*
- *Unlike policy documents, procedure documents deal with the details of how the policy will be implemented. You should provide enough detail to allow staff working on pest management activities to implement the procedures.*
- *The section headings in this template are primarily for your guidance in setting out the main topics that will need to be covered. You may choose to dispense with section headings altogether in your document, or to limit their number.*

Overview

This should be a brief statement setting out what the document will cover. In this case, the document will set out the procedures for housekeeping, so as to ensure that shelter and food for pests in the collection is minimized.

Introduction

The introduction should include a general definition of housekeeping and a statement about its importance as an integral part of a successful IPM program and place the document in the context of the institution's IPM policy. For example, "Housekeeping embodies all of the activities of monitoring and cleaning spaces in which collections are exhibited, processed, or stored. When these activities are synchronized into the planning and execution activities which monitor and control pests, it enhances the Integrated Pest Management Program (IPM). Good housekeeping practices can greatly reduce pest problems by removing sources of food and harborage for pests."

Roles and Responsibilities

- *Who will be responsible for housekeeping activities?*
- *If staff work in collection and/or public areas of the institution, who will they report to and how often?*
- *Who will develop the schedule of housekeeping activities?*

Training

- *How will staff be trained to perform housekeeping activities?*
- *Who will perform the training?*
- *How often will training be revisited?*
- *How extensively will staff be handling collections? Who will train staff in handling collections?*

Documentation

Describe any documentation that will be associated with these procedures and how it will be used.

Housekeeping Procedures

- *Space: which spaces will receive this level of housekeeping (e.g. storage areas, work areas, exhibit areas, etc.)?*
- *Activities: state what procedures will take place in which areas, for example, collections areas versus public spaces. In public areas you may want to discuss trash removal, dusting and vacuuming. In addition, in collections areas, you may want to add cleaning the inside of cabinets, exhibit cases, shelving, etc.*
- *Methods: state what methods will be used to perform housekeeping activities. For example, vacuum cleaners should be used with caution, taking care to avoid running into the furniture.*
- *Scheduling: developing a housekeeping schedule and task list allows staff an extra opportunity to closely and regularly inspect collection areas. How often will activities take place? Activities can be divided up by daily, weekly, monthly, bi-monthly, quarterly and annually.*

Inspection

A statement should be provided here about performing periodic inspection of the spaces receive housekeeping.

- *Who will be doing the inspection (it should be someone other than the supervisor of the housekeeping staff)?*
- *How often will this inspection take place?*
- *How will the results be reported?*
- *Who will they be reported to?*
- *Is there a process when corrective actions need to be taken?*

Reporting

Housekeeping staff are often the first to notice problems. Who should they report these matters to? How will they report their findings? Housekeeping staff should be reassured that they will not be blamed for incidents that they report.

Cleaning Equipment and Product Selection

The materials and equipment used to perform housekeeping should be listed in this section. For example, the types of vacuums used and their filtration level, dust cloths, and any cleaners that are used near and around collections. Recommendations can be found in the Resources section of this document.

Resources

This section of the procedures should list the cleaning products and equipment that are permitted for use in your institution or in specific spaces. Designated vendors, health and safety references, MSDS may be listed here also. A list of resources is also available at museumpests.net.

Revision/ Review

It is important to have regular reviews of these procedures to ensure that they are achieving desired results. The document should be reviewed at regular intervals to make sure that it is up to date and to ensure that modifications have been inserted. Specify the interval for review and identify the person responsible for the review process.