

Housekeeping

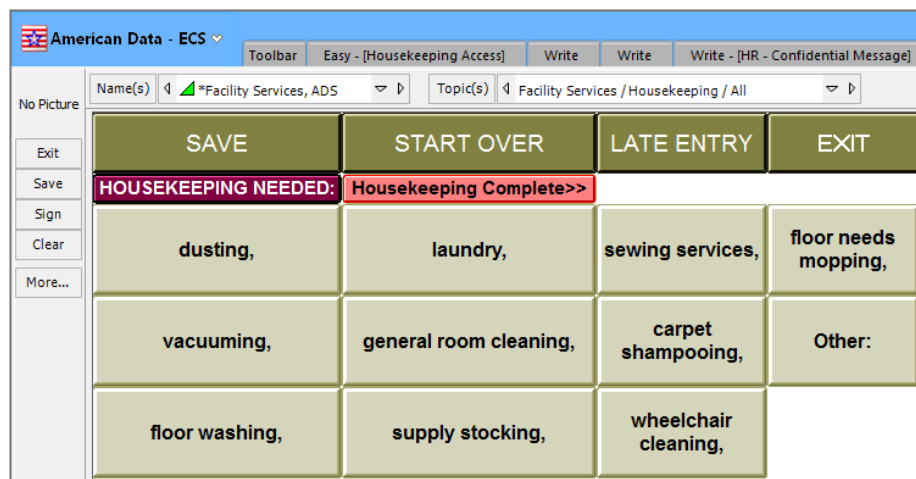
Housekeeping	Requests	Routine Cleaning	Reports
Return to Facility Services	Add Request	Schedule Routine Cleaning	Moves Outs/Ins (Dashboard)
	Request Follow Up	View Routine Cleaning	Room/ Bed List
	Request Review		

Housekeeping Requests

Housekeeping requests may be placed for items that staff notices within the facility that may need some attention. These include vacuuming, dusting, general room cleaning, wheelchair cleaning, etc. These requests are then sent directly to the housekeeping team for them to follow up on. Requests may be sorted based on dates, the user who is assigned to that task, and/or the user who input the request.

Add Housekeeping Request

1. Click the **Add Request** button. A write screen will display.
2. Click on the issue needing cleaning. (If prompted with a keyboard, type in detailed information regarding the repair).
3. Click on the location.
4. When you are finished writing the request, you may chart another housekeeping request by clicking on the **ADDITIONAL HOUSEKEEPING NEED** button.
5. After all entries are entered, click on the **SAVE** button to save the request and exit back to the Housekeeping Main Access screen.



The screenshot shows the 'American Data - ECS' software interface. The title bar includes 'Easy - [Housekeeping Access]', 'Write', and 'Write - [HR - Confidential Message]'. The main window displays a grid of buttons for selecting cleaning tasks. A red banner at the top of the grid reads 'HOUSEKEEPING NEEDED: Housekeeping Complete>>'. The buttons are arranged in a 3x4 grid:

SAVE	START OVER	LATE ENTRY	EXIT
dusting,	laundry,	sewing services,	floor needs mopping,
vacuuming,	general room cleaning,	carpet shampooing,	Other:
floor washing,	supply stocking,	wheelchair cleaning,	

Task completed

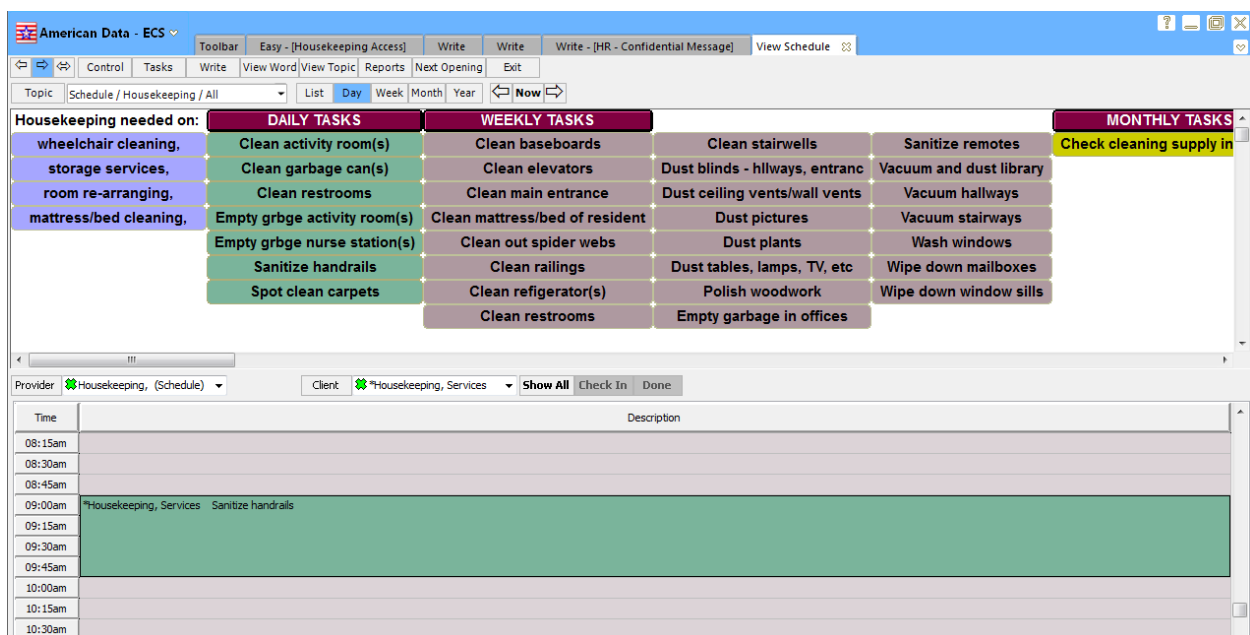
After a task has been completed, it is important to append the original entry so that the request will be removed from the lists.

1. From the Housekeeping access screen, click **Request Follow Up**.
2. A View screen appears with all current requests that have not yet been completed. Highlight an entry, click **Edit** and select **Append**.
3. Click **Completed>>**. This will take the user to document that the task was completed, the amount of time it took, and any charge(s) that were incurred.
4. After done documenting, click **Next** (in the lower portion of the screen) to save the entry and **Go** to see the updated Request Follow up list.

Routine Cleaning

Add Routine Cleaning

1. From the Housekeeping Access screen, click **Schedule Routine Cleaning**.

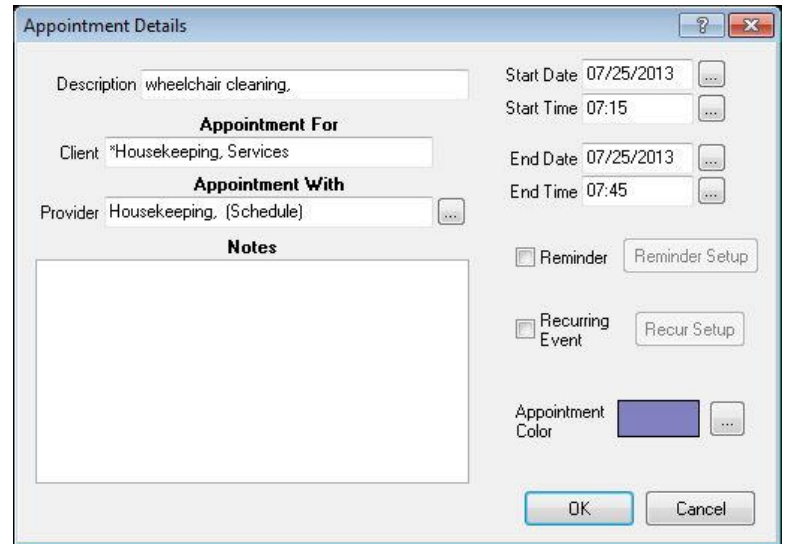


The screenshot shows the 'Housekeeping needed on:' screen in the American Data software. The interface includes a toolbar at the top with options like 'Control', 'Tasks', 'Write', 'View Word', 'View Topic', 'Reports', 'Next Opening', and 'Exit'. Below the toolbar, there are navigation options for 'List', 'Day', 'Week', 'Month', and 'Year', along with a 'Now' button. The main content area is divided into three columns: 'DAILY TASKS', 'WEEKLY TASKS', and 'MONTHLY TASKS'. Each column contains a list of tasks with corresponding icons. Below the task lists, there is a calendar view showing a grid of time slots from 08:15am to 10:30am. A task is scheduled for 09:00am, labeled 'Housekeeping, Services Sanitize handrails'.

Housekeeping needed on:	DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS
wheelchair cleaning,	Clean activity room(s)	Clean baseboards	Clean stairwells
storage services,	Clean garbage can(s)	Clean elevators	Sanitize remotes
room re-arranging,	Clean restrooms	Clean main entrance	Dust blinds - hllways, entranc
mattress/bed cleaning,	Empty grbge activity room(s)	Clean mattress/bed of resident	Dust ceiling vents/wall vents
	Empty grbge nurse station(s)	Clean out spider webs	Dust pictures
	Sanitize handrails	Clean railings	Dust plants
	Spot clean carpets	Clean refrigerator(s)	Dust tables, lamps, TV, etc
		Clean restrooms	Polish woodwork
			Empty garbage in offices
			Sanitize remotes
			Vacuum and dust library
			Vacuum hallways
			Vacuum stairways
			Wash windows
			Wipe down mailboxes
			Wipe down window sills

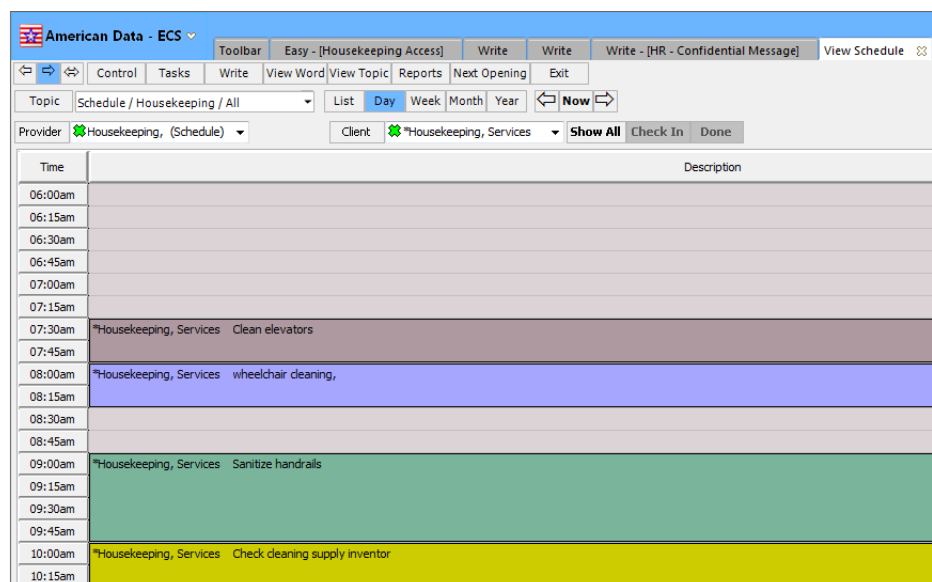
2. The Schedule appears where you can schedule daily, weekly, and monthly tasks. Click on the appropriate task/frequency.
3. Click the appropriate time on the calendar below to schedule the task.
4. An Appointment Details window will appear. Enter any appropriate details:

- **Notes:** In this box you may type in special notes regarding the task (if desired).
 - **Time:** You may adjust the start/end time as desired by clicking on the picklist box next to the time. Choose a time off the clock and click **OK**.
 - **Reminder:** If you would like an alarm to pop up in ECS prior to the task being due, then you may place a checkmark in the box next to Reminder. Then click on the Reminder Setup button and select when you want the alarm to pop up and who you would like the alarm to send to.
 - **Recurring Event:** Put a check in this box if you would like the event to recur on the schedule. Then click on the Recur Setup button and select the frequency in which you would like the event to appear. This pattern will occur indefinitely unless a date in end date is put into place.
 - **Appointment Color:** You may click the picklist box next to appointment color to change the appearance of the event on the schedule.
5. Click **OK** to save the appointment.
 6. Click **Exit** to return to the Housekeeping Access screen.



View/Follow up on Routine Cleaning

1. Click the **View Routine Cleaning** button. A scheduling screen will appear.
2. If necessary, use the **Day/Week/Month** buttons at the top of the screen to change the view, and use the forward/back arrows next to **Day** to move between dates.
3. Double-click an event to view the event details. Click the **X** in the upper right corner to close the details box.
4. To follow up with an event, click onto the event and click on the **Write** button.
5. A write screen will load. Document the follow up using the appropriate



Time	Description
06:00am	
06:15am	
06:30am	
06:45am	
07:00am	
07:15am	
07:30am	*Housekeeping, Services Clean elevators
07:45am	
08:00am	*Housekeeping, Services wheelchair cleaning,
08:15am	
08:30am	
08:45am	
09:00am	*Housekeeping, Services Sanitize handrails
09:15am	
09:30am	
09:45am	
10:00am	*Housekeeping, Services Check cleaning supply inventor
10:15am	

- heading words and canned phrases.
6. When finished, click the **Sign** button on the left side of the screen to save the entry and exit out to return to the Scheduler.
 7. Continue to document completion of other cleaning tasks by selecting the next task on the scheduler, clicking the **Write** button at the top of the screen, and following steps above.
 8. If desired, you can mark items as “Done” on the scheduler to help you keep track, by highlighting the event and clicking the **Done** button. This will place a blue box in the event signifying the task was completed.
 9. When finished with all scheduled tasks, click **Exit** in the Scheduler screen to return to the Housekeeping Access screen.

Edit Routine Cleaning Events

1. Click the **Add Routine Cleaning** button. A scheduling screen will appear.
2. If necessary, use the **Day/Week/Month** buttons at the top of the screen to change the view, and use the forward/back arrows next to **Day** to move between dates.
3. Right-click the appointment that needs to be edited and select **Edit Appointment**.
4. Make the desired changes and click **OK**.
 - a. If the appointment is a recurring event a selection box appears. Select the appropriate choice – the choices include editing the one appointment, editing the appointment selected and all future appointments, or editing all past, present, and future appointments.
5. Click **Exit** to return to the Housekeeping Access screen.

Delete Routine Cleaning Events

1. Click the **Add Routine Cleaning** button. A scheduling screen will appear.
2. If necessary, use the **Day/Week/Month** buttons at the top of the screen to change the view, and use the forward/back arrows next to **Day** to move between dates.
3. Right-click the appointment that needs to be deleted and select **Delete Appointment**.
 - a. If the appointment is a recurring event a selection box appears. Select the appropriate choice – the choices include delete the one appointment, delete the appointment selected and all future appointments, or delete all past, present, and future appointments.
4. Click **Exit** to return to the Housekeeping Access screen.

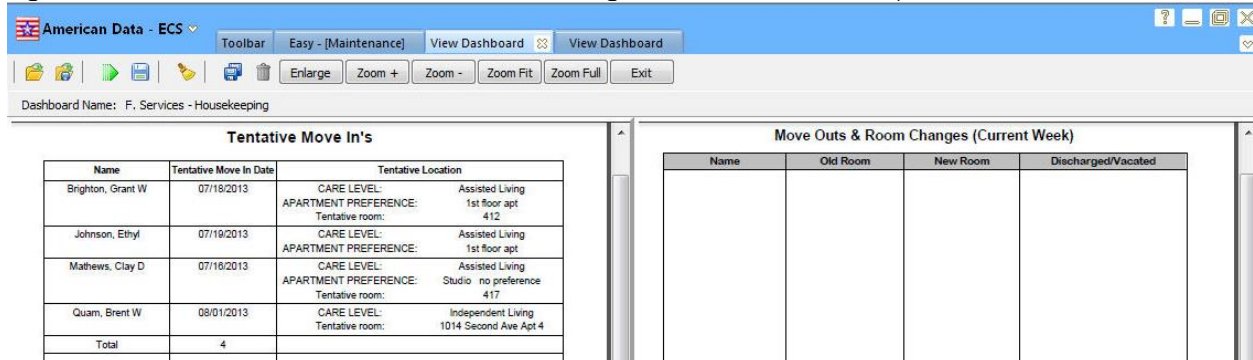
Housekeeping Reports

Move Outs/Ins

Especially with the turnover of residents, it is important that housekeepers have real-time data tracking any changes within the facility. These report shows any room changes and move outs within the past week. The information from these reports is generated based on documentation from nurses regarding room changes and discharges.

From the Access screen, click the **Move Outs/Ins (Dashboard)** button. The Dashboard screen will appear. Click the green arrow to run the dashboard. A 'Do you want to run this dashboard?' message will appear. Click **Yes** and the dashboard will populate.

By default, the left side of the Dashboard will display the Tentative Move In's report and the right side will show Move Outs & Room Changes (Current Week) report.



Dashboard Name: F. Services - Housekeeping

Name	Tentative Move In Date	Tentative Location	
Brighton, Grant W	07/18/2013	CARE LEVEL: APARTMENT PREFERENCE: Tentative room:	Assisted Living 1st floor apt 412
Johnson, Ethyl	07/19/2013	CARE LEVEL: APARTMENT PREFERENCE: Tentative room:	Assisted Living 1st floor apt
Mathews, Clay D	07/18/2013	CARE LEVEL: APARTMENT PREFERENCE: Tentative room:	Assisted Living Studio no preference 417
Quam, Brent W	08/01/2013	CARE LEVEL: Tentative room:	Independent Living 1014 Second Ave Apt 4
Total	4		

Name	Old Room	New Room	Discharged/Vacated

Note: this report will be useful only if those items are being used by the facility. This report details any move in's that have been entered in the Marketing module.

Room/Bed List

1. From the Housekeeping Access screen, click **Room/Bed List**.
2. From the Name Selection screen, select all resident names, and click **OK** to load the report.
3. The Room/Bed List report will appear.