

HOUSEKEEPING SUPPLIES DELIVERY POLICY

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(SJA)

Department:	Facilities
Number:	500.8
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- I. Policy: To establish the procedure to use when requesting housekeeping supplies.
- II. Procedures:
 - A. A supply list form must be filled out to receive housekeeping supplies. Supply list forms can be obtained from the Receptionist, Immediate Supervisor, order request form slot in the mail room or wall outside of the Maintenance Department (LL28).
 - B. Supply list forms should be filled out and returned to the maintenance department by the end of each work week. Enough supplies should be ordered to last throughout a work week.
 - C. The Facilities Director will delegate housekeeping supplies to staff the beginning morning of each work week. When the housekeeping supplies have been delivered, the supply list will be returned to the Facility Director to ensure delivery is complete.

Approved by: Tabitha Jones
President/CEO

Date 3/11/24