

Section 7 – Memorandums of Understanding

VCS & EPS Responsibility & Frequency of Cleaning Matrix

ITEM OR SERVICE	RESPONSIBLE SERVICE	FREQUENCY	TASK TO BE ACCOMPLISHED
VCS Vending Machine Areas			
Walls	EMS	As requested	Spot clean behind mobile equipment
		Quarterly	Deep clean behind equipment
	VCS	As required	Move equipment and machines
Ceiling/wall vents	EMS	As required	Dust/clean exterior
Floor/baseboards	EMS	Daily	Sweep/mop floors and around equipment Clean baseboards, corners and edges following facility procedure
		As required	VCT floors: maintain floors with a high gloss finish Non-finish floors: mop following facility procedure
Light fixtures	EMS	Weekly	Dust/clean exterior
Ceiling tile straps	EMS	As required	Dust/clean
Trash removal	EMS	As required	Remove trash
		During lunch	Remove trash
		After closing	Remove trash/clean the trash container and the exterior and interior of the trash cabinet
	VCS	As required	Break down/move boxes to designated area
Signage/wall décor	EMS	As required	Dust/replace signage
	VCS	As needed	Replace wall décor/VCS related signage
Pest control	ENGINEERING	Schedule developed by Pest Control	Maintain canteen to reduce and eliminate pests as per VHA policy
Daily spills	VCS	Daily	Mop floors upon notification of a spill following facility procedure
Machines/equipment	VCS	Daily	Clean/sanitize interior/exterior

ITEM OR SERVICE	RESPONSIBLE SERVICE	FREQUENCY	TASK TO BE ACCOMPLISHED
Tables/chairs/stands	EMS	After closing	Clean tables/chairs
	VCS	Throughout the day	Clean microwave/condiment stands
VCS Cafeteria/Dining Room/Food			
Walls	EMS	Quarterly	Wash visible wall surfaces
		Bi-annually	Clean behind stationary equipment (VCS staff will move equipment/facilities that have unique design and/or art on wall surfaces should develop procedures to ensure the walls are clean)
Floor/baseboards	EMS	After closing	Sweep/mop floors and around equipment Clean baseboards, corners and edges following facility procedure
		As needed	VCT floors: maintain floors with a high gloss finish Non-finish floors: mop following facility procedure
	VCS	Throughout the day	Mop floors notification of a spill following facility procedure /sweep any debris
Light fixtures (exterior)	EMS	Weekly	Dust/clean exterior
Ceiling/wall vents	EMS	Daily	Dust/clean exterior
Ceiling tile straps	EMS	As needed	Dust/clean
Window sills/ledges	EMS	Daily	Dust/clean
Beverage counter/serving line	EMS	Monthly or as needed	Clean underneath
	VCS	Monthly or as needed	Clean interior/exterior
Salad/soup bar	EMS	Monthly or as needed	Clean underneath
	VCS	Throughout the day as needed	Clean interior/exterior
Customer side of serving line	VCS	Throughout the day as needed	Clean/mop
Refrigerators	EMS	Monthly	Clean behind/underneath
	VCS	Daily	Clean interior/exterior

ITEM OR SERVICE	RESPONSIBLE SERVICE	FREQUENCY	TASK TO BE ACCOMPLISHED
Trash removal	EMS	As required	Remove trash
		During lunch	Remove trash
		After closing	Remove trash/clean the trash container and the exterior and interior of the trash cabinet
	VCS	As required	Break down/move boxes to designated area
Microwave/condiment stands	EMS	After closing	Clean the exterior
	VCS	Throughout the day as needed	Clean any spills/remove any debris
Food Preparation Areas			
Floors/baseboards	EMS	After closing	Clean the floors, baseboards, corners and edges (floors will be cleaned and degreased as outlined in the Environmental Programs procedure guide)
	VCS	Throughout the day	Mop floors notification of a spill following facility procedure /sweep any debris
Light fixtures (exterior)	EMS	Weekly	Dust/clean exterior
Ceiling/wall vents	EMS	Daily	Dust/clean exterior
Ceiling tile straps	EMS	Weekly	Dust/clean
Pest control	ENGINEERING	Schedule developed by Pest Control	Maintain canteen to reduce and eliminate pests as per VHA policy
Hood surfaces exterior to ducts	EMS	Bi-Monthly or as needed	Clean/degrease/polish
Equipment, mechanical components	VCS	Daily	Conduct checks Clean as per VCS standard operating procedures
Walls	EMS	Daily	Spot clean any visible food splashes
		Quarterly	Degrease/clean
	VCS	As needed	Clean any splashes or spills during operating hours

ITEM OR SERVICE	RESPONSIBLE SERVICE	FREQUENCY	TASK TO BE ACCOMPLISHED
Other equipment	VCS	As needed	Exterior/interior of machines
Walk in freezer	EMS	As required	Clean after engineering removes all ice buildup
	VCS	As required	Remove all materials from freezers after shutdown
Hand washing sinks	EMS	Daily	During non-operating hours remove any buildup or stains
	VCS	During operations	Clean any splashes/remove debris
Dishwashing/food preparation sinks/ counters	VCS	Opening	Sanitize all sinks and counter surfaces as per VCS standard operating procedures
		Closing	Clean/degrease all counters, dishwashing and food preparation sinks
Food preparation equipment (ovens, warmers, stoves ext)	VCS	As per policy	Clean, sanitize and degrease as per VCS standard operating procedures
Shelves/spice racks	EMS	As required	Clean under any shelves or racks
	VCS	As required	Clean and maintain all shelves as per VCS standard operating procedures
		Closing	Clean any spilled spices, or other cooking materials from all surfaces Cover and properly store all spices and ingredients
Storage rooms	EMS	As requested	Clean walls/floors
	VCS	Daily	Remove any materials or food Maintain surfaces as per VCS standard operating procedures
Serving line	VCS	Throughout the day	Clean/mop (ensure that any food or debris that gets on the floor is removed throughout the day)
		Closing	Sanitize the serving line as per VCS standard operating procedures

ITEM OR SERVICE	RESPONSIBLE SERVICE	FREQUENCY	TASK TO BE ACCOMPLISHED
VCS Retail/Storage			
Walls	EMS	Quarterly	Clean behind/underneath stationary equipment
	VCS	Quarterly	Pull machines away from the wall
Floor/baseboards	EMS	After closing	Sweep/mop/vacuum around equipment as per facility procedure
		As required	VCT floors: maintain floors with a high gloss finish Non-finish floors: mop following facility procedure
Light fixtures (exterior)	EMS	Weekly	Dust/clean exterior
Ceiling/wall vents	EMS	As required	Dust/clean exterior
Ceiling tile straps	EMS	Weekly	Dust/clean
Carpet	EMS	Daily	Vacuum
		As required	Shampoo
Trash removal	EMS	As required	Remove trash
		During lunch	Remove trash
		After closing	Remove trash/clean the trash container and the exterior and interior of the trash cabinet
	VCS	As required	Break down/move boxes to designated area
Pest Control	ENGINEERING	Schedule developed by Pest Control	Maintain canteen to reduce and eliminate pests as per VHA policy
Shelving	VCS	As per policy	VCS staff will clean as per VCS standard operating procedures
Quality assurance check	EMS	Weekly	Conduct joint quality assurance check using facility developed checklist.
	VCS		