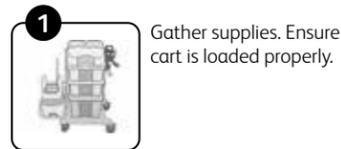


Getting Started

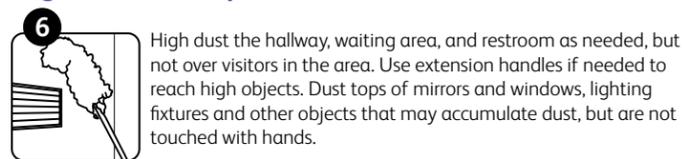
Prepare



Inspect and Remove

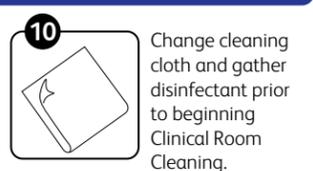


High Dust and Spot Clean



Specialty Cleaning - All Areas

Note: If the area is unavailable, perform these steps first when the area is available and before performing other tasks in that area.



Clinical Room Cleaning

Note: Move between clinical rooms as they are available for cleaning. Always change cleaning cloth and mop between rooms.

- 1 Place "Wet Floor" sign at the room entrance.
- 2 Remove waste from the room. Tidy counters, throwing away unused supplies not in proper storage containers. Replace can liners. Note: Never carry waste bags against body.
- 3 Clean the examination light and handles and other surfaces above head level.
- 4 Remove paper from the examination table and clean the table. Make sure to clean the controls, footrest, and between the padding, disassembling the table as needed. Allow the table to dry.
- 5 Clean the room door, handle, and push plate (both sides). Clean light switch.
- 6 Change cleaning cloth, moistened with a hospital-approved disinfectant. As the cloth becomes soiled, exchange it for a new cloth.
- 7 Clean the scale, paying particular attention to the weights and hand controls. (if applicable)
- 8 Clean the exterior of the trash containers, paying particular attention to surfaces touched with hands.
- 9 Clean the hand soap, hand sanitizer, paper towel dispensers, and other wall fixtures.
- 10 Clean the sink, faucet, handles, and countertop. Use cream cleanser if needed for heavy soils.
- 11 Clean cabinets, doors and handles. Clean countertops, moving supplies and equipment as needed to clean the entire countertop.
- 12 Clean the room telephone, making sure to wipe the handset, base, and cords. Clean desk and table.
- 13 Clean the exterior of the sharps container. Do not put hands into the container.
- 14 Clean the computer, monitor, keyboard, mouse, and stand. Ensure liquid does not drip into the computer.
- 15 Clean the blood pressure cuff and controls.
- 16 Clean the thermometer, controls, and cords (if applicable)
- 17 Clean provider and patient chairs. Make sure to clean the chair arm, back, seat, and other touch areas of the chair.
- 18 Clean other wall mounted equipment. Note facility rules will vary on what should be cleaned by Housekeeping. Always clarify with the supervisor if there are questions.
- 19 Remove gloves, perform hand hygiene, and don fresh gloves.
- 20 Reassemble the exam table. Pull down fresh paper on the exam table if the table is dry.
- 21 Replenish disposables and hand hygiene products.
- 22 Sweep floor, cleaning spots and removing gum and other debris.
- 23 Mop floor in room, finishing at the room door.
- 24 After floor is dry, remove "Wet Floor" sign.
- 25 Remove gloves, perform hand hygiene, and don fresh gloves

Notes

- Hallway and Waiting Area cleaning consists of 3 parts - dusting, cleaning or disinfection of objects, and cleaning of the floor. Separate passes through the hallway should be made for each task
- When using disinfectants, always follow label directions to ensure compliance
- If gross soil is present, pre-clean soiled surfaces prior to general cleaning
- Start cleaning of the area with the clinical rooms as they will be the most difficult to get access to during the day. Note that alternating hallway cleaning and clinical room cleaning is not recommended due to the frequency of cleaning cloth changes this requires, but it may be necessary to criss-cross the area based on room availability to clean all the clinical rooms
- Change cleaning cloth prior to cleaning each new clinical room or the restroom(s)
- Do not use the restroom cleaning cloth outside the restroom and do not use on other surfaces after used on the toilet
- If you have any questions, contact your supervisor
- If using a scrubber drier or any floor machine, perform a safety check on the machine before use to look for damage to the machine or its wiring. After use, perform a similar inspection and clean the machine

Restroom Cleaning

- Place "Wet Floor" sign at the restroom entrance.
- Flush the toilet.
- Apply bowl cleaner to the inside of the toilet bowls. If possible, spread bowl cleaner on the inside of the toilet bowl with a bowl mop. Allow cleaner to dwell.
- Gather cleaning cloth moistened with a hospital-approved disinfectant. As the cloth becomes soiled, exchange it for a new cloth.
- Clean the restroom door, handle, and push plate (both sides).
- Clean room light switch and area around switch on the wall.
- Clean the exterior of the sharps container. Do not put hands into the container.
- Clean the exterior of the trash containers paying particular attention to surfaces touched with hands.
- Clean the hand soap and paper towel dispensers, and other wall fixtures.
- Clean the sink, faucet, handles, and countertop. Repeat for additional sinks. Use cream cleanser if needed for heavy soils.
- Clean the call button, pad, and area around the pad.
- Apply disinfectant to both sides of the seat, flush handle, and wall area. Allow disinfectant to dwell.
- Clean toilet flush handle, grab bars, toilet paper cover, and wall area behind toilet.
- Clean toilet seat, outside of bowl, and base. Using toilet brush, swab inside of bowl and under rim. Flush toilet and lower seat.
- Discard cleaning cloth, remove gloves, perform hand hygiene, don fresh gloves.
- Replenish disposables and hand hygiene products.
- Sweep or dust mop floor, cleaning soiled spots and removing gum and other debris.
- Mop floor in restroom, finishing at the restroom door.
- After floor is dry, remove "Wet Floor" sign.
- Remove gloves and perform hand hygiene. Don fresh gloves.

Waiting Area Cleaning

- Gather cleaning cloth moistened with a hospital-approved disinfectant. As the cloth becomes soiled, exchange it for a new cloth.
- Clean light switches and area around switch on the wall.
- Tidy waiting area tables by discarding trash and putting away magazines. Clean the table and table edges.
- Clean the chairs and couches used by visitors. Make sure to clean the chair arm, back, seat, and other touch areas of the chairs or couches.
- Clean vending machines. Use glass cleaner on display panels and cleaner/disinfectant on touch surfaces, such as doors and buttons.
- Clean the hand sanitizer dispensers, other dispensers (gloves and PPE), and other wall fixtures.
- Clean any sinks, faucets, handles, and countertops. Use cream cleanser if needed for heavy soils.
- Clean the exterior of trash containers, especially surfaces touched by people.
- Replenish disposables and hand hygiene products. Clean window ledges and shelves, if applicable.
- Remove gloves and perform hand hygiene. Don fresh gloves.

Hallway Cleaning

- Gather cleaning cloth moistened with a hospital-approved disinfectant. As the cloth becomes soiled, exchange it for a new cloth.
- Start cleaning at area entrance. Clean door handle (both sides) and push plates. If the door has an automatic opener, clean the wall button and the area around it on the wall.
- Clean light switches and area around switch on the wall.
- Clean the hand sanitizer dispensers, other dispensers (gloves and PPE), and other wall fixtures.
- Clean hand rails along the length of the hallway, if any.
- Clean the elevator door exterior.
- Clean the door interior and elevator control pad, paying particular attention to the buttons.

Finishing

Refill/Inspect

- Double-check to ensure all disposables and hand hygiene products have been replenished in all areas.

- Inspect all areas and report any issues.

- Clean floor either manually with mop or with an auto scrubber.

- If using an auto scrubber, fill scrubber, use overlapping passes, ensure pad/brush pressure is set to the manufacturers recommendations, avoid hitting walls and baseboards (if applicable).

Floor

Note: If floor is carpet, follow instructions for carpet cleaning and skip floor cleaning steps.

- Put out wet floor sign at all entrances to the hallways.

- Sweep or dust mop floor, cleaning soiled spots and removing gum and other debris.

Document

- Remove gloves and perform hand hygiene.

- Inspect work, fill out checklist and initial form(s) (per facility policy).

- After floor is dry, remove wet floor sign(s).