



Cleaning Innovations That Matter.

**CleanMeasures™ Long Term Care Program
Cleaning and Training Procedures Workbook**

To assist you with delivering healthier, cleaner environments...Betco® now offers CleanMeasures™ Long Term Care Cleaning Procedures.

Betco's CleanMeasures™ Long Term Care Cleaning Procedures address the most critical areas...“touch points”...in a healthcare facility. Consistent surface cleaning and disinfection of “touch points” is critical to reducing the risk of healthcare acquired infections (HAIs). “Touch Points” are any surface that is “touched frequently” by patients, visitors and staff. They are:

- **Floors & Hallways**
- **Chair Arms**
- **Door Knobs**
- **Bed Rails**
- **Sinks & Faucets**
- **Toilet Seats**

Betco's “Touch Point” Cleaning Procedures assist your housekeeping staff in implementing a thorough cleaning and disinfection program that reduces the risk of HAIs, improves productivity and verifies the level of clean with our ATP Meter System.

Prior to cleaning, review the Safety Precautions and the Supply Checklist below.

Safety Precautions:

1. Before beginning any cleaning task, be sure that you fully understand how to use the chemicals and equipment required.
2. Read and understand the MSDS, as well as the product label for every product you use. **Note: Be careful not to use cleaning chemicals on any surface for which they are not intended. Never mix chemicals because it could cause serious or even fatal injury.**
3. Practice universal precautions when cleaning any blood or body fluid spills, or soiled materials that could contain these or other potentially infectious substances. Refer to Betco's Bloodborne Pathogen Training Module for information.
4. Limit accidents through posting the proper caution signs, such as “Wet Floor” signs, prior to cleaning.
5. Always wear the proper Personal Protective Equipment (PPE) to protect yourself from exposure to germs and cleaning chemicals.
6. One of the best ways to reduce cross-contamination is frequent hand washing. Be sure to thoroughly wash your hands after every cleaning task.
7. Be sure that the correct dilution rates are used according to manufacturer's recommendations for your cleaning chemicals. Betco's Chemical Management Systems ensure that dilution rates are correct.
8. Always prepare disinfectant solutions daily or change the water often, especially if visibly soiled, in order to ensure their effectiveness. Use screened or labeled bottles to prevent cross-contamination of product.
9. When finished with all necessary procedures and all surfaces are dry, remove any posted signs. Clean all equipment and tools and return to designated storage area.
10. Report any problems, equipment malfunctions or damaged PPE items.

Supply Checklist:

At the beginning of each work day, your housekeeping staff should inventory their housekeeping cart(s) to ensure that they have the following items:

1. Betco Chemical Products:
 - Oxyfect™ H Hospital Peroxide Disinfectant
 - Quat-Stat™ SC Cleaner/Disinfectant
 - pH7Q Ultra All Purpose Cleaner
 - ViBright™ Disinfectant Porcelain & Bowl Cleaner
 - Clario® UltraBlue Foaming Antibacterial Foaming Hand Cleaner
 - Clario® Foaming Alcohol Instant Hand Sanitizer
 - Clear Image Concentrate Glass Cleaner
 - Symplicity™ Sanibet™ Multi-Range Sanitizer
 - FiberPRO® Spot Bet Carpet Spot Cleaner
2. Betco Hard Floor Equipment:
 - Stealth™ DRS21BT MicroRider™ Scrubber
 - Genie® B All Purpose Automatic Scrubber
 - HF14 Dual Motor Vacuum Cleaner
 - FiberPRO® Air Mover Floor Dryer
3. ATP Meter System and Swab:
 - SystemSURE Plus ATP Meter
 - Ultrasnap Swab
4. Remaining Products:
 - Vinyl or Latex Disposable Gloves
 - Microfiber Cloths, color-coded
 - Microfiber Dust Mop
 - Microfiber High and Low Dusters
 - Plastic Bag for soiled cleaning/drying microfiber cloths
 - Paper Towels and Toilet Paper
 - Trash Can Liners
 - Toilet Bowl Brush and Caddy
 - “Wet Floor” and “Caution” Signs

Remember These Procedures During Cleaning:

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. **Take initial ATP Meter reading of each area and record on survey form.**
3. For proper disinfection, disinfectants require a **specified** contact (*dwelt*) time. **Always** follow the manufacturer’s label for required contact (*dwelt*) times.
4. Before disinfecting, remove any filth, such as soap scum, rust or graffiti with an appropriate cleaning product.
5. Clean from top to bottom, this brings soil to the lowest level as you go about your routine.
6. When cleaning a room, begin at the door and work clockwise around the room. This will make certain that you do not overlook any area.
7. When wiping surfaces, clean in a consistent pattern, such as up and down and then back and forth to ensure you clean the entire surface.
8. Continually change cloths to avoid cross-contamination. Color code areas, i.e., red microfiber cloth for bathroom, green microfiber cloth for kitchen, yellow microfiber cloth for residence rooms, blue microfiber cloth for common areas/hallways and glass surfaces.
9. **Take final ATP Meter reading of each area and record on survey form.**

Location - Main Entryway/Floors/Hallways (Touch Points - Door Knobs & Hard Floors)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. **Take initial ATP Meter reading of door knobs and hard floors and record on survey.**
3. Remove obstacles, i.e., trash (*replace liners*), trash cans, and post “wet floor” / “caution” signs.
4. Clean entrance doors and door knobs with Betco’s Oxyfect™ H Hospital Peroxide Disinfectant, Clear Image Glass Cleaner and a blue microfiber cloth to remove fingerprints, smudges, etc.
5. Dust hard-to-reach areas, such as vents, door ledges, light fixtures, etc. Next clean hand railings and horizontal surfaces with Betco’s Oxyfect™ H Hospital Peroxide Disinfectant and a blue microfiber cloth.
6. Thoroughly vacuum all floor matting with Betco’s HF14 Dual Motor Vacuum Cleaner. Remove noticeable spots with FiberPRO® Spot Bet Carpet Spot Cleaner.
7. Mop the entire floor using a clean dry microfiber dust mop to remove soils. Dispose of soils properly.
8. Fill Betco’s Stealth™ 21" DRS21BT MicroRider™ Scrubber with cool water and Oxyfect™ H Hospital Peroxide Disinfectant.
9. Attach the red scrub pad to the scrubber and place “wet floor” / “caution” signs at hallway entrances.
10. Clean floors with Betco’s Stealth™ 21" DRS21BT MicroRider™ Scrubber. When floors are completely dry, remove “wet floor” / “caution” signs, clean equipment and return everything to the storage closet.
11. **Take final ATP Meter reading of door knobs and hard floors and record on survey.**
12. Remove disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

Location - Common Areas with Carpet

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. Place “Caution Sign” in the area you are working to prevent trips and falls.
3. Vacuum high traffic areas daily and the entire carpeted area weekly.
4. Plug Betco’s HF14 Dual Motor Vacuum Cleaner into centrally located outlet to increase productivity.
5. Overlap strokes slightly until the entire area is vacuumed.
6. Use Betco’s HF14 Dual Motor Vacuum Cleaner accessory tools for hard-to-reach areas and detail vacuuming.
7. Pay attention to any stains or spots that appear in the carpet.
8. Test product in an inconspicuous area before applying any cleaning chemical to carpet.
9. Apply Betco’s FiberPRO® Spot Bet Carpet Spot Cleaner directly to the spot and follow specific label instructions.
10. Use a circular motion and apply Betco’s FiberPRO® Spot Bet Carpet Spot Cleaner outside the perimeter of the spot to avoid spreading of the spot.
11. Allow appropriate contact (*dwell*) time, then use a tapping brush and blot with a white towel to absorb the soil.
12. Rinse the area thoroughly with clean water.
13. Once carpet has dried, use Betco’s HF14 Dual Motor Vacuum Cleaner to remove any residue.
14. Remove disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

Location - Living Room & Dining Room (Touch Points - Chair Arms, Door Knobs & Floor)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. Post “wet floor” / “caution” signs.
3. Dust wall-hangings, high shelves and pictures with blue microfiber cloth and designated cleaning solution and vacuum lamp shades with a vacuum brush.
4. Close, twist and tie a knot in the top of the bag and remove trash bag from trash can. Disinfect trash can with Betco’s pH7Q Ultra All Purpose Cleaner. Next, place new liner in trash can. Remember...leave extra liner at the bottom of the trash can to save time. **Note:** Watch for protruding objects or sharp edges in trash can. **Never** reach into or push on the bag to compress the trash.
5. Dust hard-to-reach areas, such as vents, door ledges, light fixtures, etc. Next clean curtain rods and horizontal surfaces with Betco’s Oxyfect™ H Hospital Peroxide Disinfectant with a blue microfiber cloth.
6. Spot clean walls with Betco’s Oxyfect™ H Hospital Peroxide Disinfectant and blue microfiber cloth.
7. **Take initial ATP Meter reading of chair arms, door knobs and floor and record on survey.**

8. Wipe vertical and horizontal surfaces, such as ledges and window sills, with Betco's Oxyfect™ H Hospital Peroxide Disinfectant and blue microfiber cloth.
9. Wipe chair arms, door knobs, counters, tables, telephones, cabinet doors, light switches and other in room areas using Betco's Oxyfect™ H Hospital Peroxide Disinfectant and blue microfiber cloth.
10. Clean living room and dining room floors with Betco's Genie® B All Purpose Automatic Scrubber and Betco's Oxyfect™ H Hospital Peroxide Disinfectant. Work from the farthest area towards the door.
11. **Take final ATP Meter reading of chair arms, door knobs and floor and record on survey.**
12. If living room and dining room have carpet, vacuum as stated previously and spot clean carpet as required.
13. Remove "wet floor" / "caution" signs, disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

Location - Rehabilitation Room (*Touch Point – Door Knobs, Exercise Equipment Handles & Floor*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. **Take initial ATP Meter reading of exercise door knobs, equipment handles and floor and record on survey.**
3. Close, twist and tie a knot in the top of the bag and remove trash bag from trash can. Disinfect trash can with Betco's pH7Q Ultra All Purpose Cleaner. Next, place new liner in trash can. Return trash can to its original place.
4. Damp wipe any other vertical and horizontal surfaces, such as tabletops, chairs, exercise equipment handles and door knobs with a pre-soaked blue microfiber cleaning cloth (*allow for contact/dwell time*) and Betco's pH7Q Ultra All Purpose Cleaner.
5. Remove matting (*if applicable*), dust mop floor to remove debris and then replace matting (*if applicable*).
6. Clean floor with Betco's Genie® B All Purpose Automatic Scrubber and Betco's pH7Q Ultra All Purpose Cleaner. Work from the farthest area towards the door.
7. **Take final ATP Meter reading of door knobs, exercise equipment handles and floor and record on survey.**
8. Remove "wet floor" / "caution" signs, disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

Location - Kitchen (*Touch Points - Door Knobs & Floor*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. Place "wet floor" / "caution" sign at entrance of door.
3. **Take initial ATP Meter reading of door knobs and floor and record on survey.**
4. Clean from top to bottom, this brings soils to the lowest level of your cleaning environment.
5. Close, twist and tie a knot in the top of the bag and remove trash bag from trash can. Disinfect trash can with Betco's pH7Q Ultra All Purpose Cleaner. Next, place new liner in trash can. Return trash can to its original place.
6. Damp wipe any other vertical and horizontal surfaces, such as tabletops, chairs and door knobs with a pre-soaked green microfiber cloth and Betco's pH7Q Ultra All Purpose Cleaner.
7. Remove matting (*if applicable*), dust mop floor to remove debris and then replace matting (*if applicable*).
8. Clean floor with Betco's Genie® B All Purpose Automatic Scrubber and Betco's pH7Q Ultra All Purpose Cleaner. Work from the farthest area towards the door.
9. **Take final ATP Meter reading of door knobs and floor and record on survey.**
10. Remove "wet floor" / "caution" signs, disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

Note: On a periodic basis clean the walls with Betco's pH7Q Ultra All Purpose Cleaner to remove food/liquid buildup. Be sure **not to use disinfectant** on any areas that come in **direct contact with food**. Use Betco's Symplicity™ Sanibet™ Multi-Range to sanitize food prep areas.

Location - Resident Room (*Touch Points - Door Knobs, Bed Rails, Sinks, Faucets & Toilet Seats*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. Knock on the resident's door. Announce yourself. Place "wet floor" / "caution" sign at entrance to resident room and bathroom.
3. **Take initial ATP Meter reading of door knobs, bed rails, sinks, faucets and toilet seats and record on survey.**
4. Damp wipe the door knob with a pre-soaked yellow microfiber cloth and Betco's Oxyfect™ H Hospital Peroxide Disinfectant.
5. Spray all bathroom fixtures and shower walls with Betco's Oxyfect™ H Hospital Peroxide Disinfectant.
6. High dust all horizontal surfaces from high to low.
7. Spray bed rail and all other bed surfaces with Oxyfect™ H Peroxide Disinfectant (allow contact/dwell time) and then wipe with yellow microfiber cloth.
8. Turn down the mattress, wipe frame and back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant solution.
9. Clean all mirrors and picture frames with Betco's Clear Image Glass Cleaner and a different yellow microfiber cloth.
10. Close, twist and tie a knot in the top of the bag and remove trash bag from resident trash can. Disinfect trash can with Betco's pH7Q Ultra All Purpose Cleaner. Next, place new liner in trash can. Return trash can to original place.
11. In bathroom, apply Betco's ViBright™ Disinfectant Porcelain & Bowl Cleaner around the toilet bowl and up under the rim.
12. High dust all surfaces from top to bottom. Pick up trash as you go.
13. Clean mirror with Betco's Clear Image Glass Cleaner and yellow microfiber cloth.
14. Close, twist and tie a knot in the top of the bag and remove trash bag from bathroom trash can. Disinfect trash can with Betco's pH7Q Ultra All Purpose Cleaner. Return trash can to its original place.
15. Disinfect "touch points" including the sink and faucet, from top to bottom using Betco's Oxyfect™ H Hospital Peroxide Disinfectant.
16. Reapply Betco's Oxyfect™ H Hospital Peroxide Disinfectant to shower walls and wipe clean.
17. Clean the inside of the toilet with the bowl mop paying particular attention to the underside of the flush rim (this prevents the accumulation of bacteria that can spread disease and create unpleasant odors).
18. Dry toilet exterior, seat, and lid of the commode carefully.
19. Refill soap dispensers, towel dispensers and toilet paper holders.
20. Clean the bathroom floor with Betco's Genie® B All Purpose Automatic Scrubber and Betco's Oxyfect™ H Hospital Peroxide Disinfectant.
21. Disinfect and wipe bed rails/bed and all "touch points" with Betco's Oxyfect™ H Hospital Peroxide Disinfectant.
22. Clean resident room floor with Betco's Genie® B All Purpose Automatic Scrubber and Betco's Oxyfect™ H Hospital Peroxide Disinfectant. Work from the farthest area towards the door.
23. **Take final ATP Meter reading of bed rails, sinks, faucets and toilet seats and record on survey.**
24. Remove "wet floor" / "caution" signs, disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.
25. Say goodbye to resident and wish them a good day.

Location – Bathrooms/Shower Room (*Touch Points - Door Knobs, Sinks, Faucets, Toilet Seats & Floor*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. Announce yourself. Place "wet floor" / "caution" sign at entrance to bathroom.
3. **Take initial ATP Meter reading of sinks, faucets, toilet seats and floor and record on survey.**
4. In bathroom, apply Betco's ViBright™ Disinfectant Porcelain & Bowl Cleaner around the toilet bowl and up under the rim.
5. High dust all surfaces from top to bottom. Pick up trash as you go.
6. Clean mirror with Betco's Clear Image Glass Cleaner and red microfiber cloth.

7. Close, twist and tie a knot in the top of the bag and remove trash bag from trash can. Disinfect trash can with Betco's pH7Q Ultra All Purpose Cleaner. Next, place new liner in trash can. Return trash can to its original place.
8. Disinfect "touch points" using Betco's Quat-Stat™ SC Cleaner/Disinfectant, including the sink and faucet, from top to bottom.
9. Reapply Betco's Quat-Stat™ SC Cleaner/Disinfectant to shower walls (*allow for contact/dwell time*) and wipe clean with red microfiber cloth.
10. Clean the inside of the toilet with the bowl mop paying particular attention to the underside of the flush rim (this prevents the accumulation of bacteria that can spread disease and create unpleasant odors).
11. Dry toilet exterior, seat, and lid of the commode carefully.
12. Refill hand soap dispenser with Betco's Clario® UltraBlue Antibacterial Foaming Hand Soap, refill other dispenser with Betco's Clario® Foaming Alcohol Instant Hand Sanitizer and wipe all dispensers with Betco's Quat-Stat™ SC Cleaner/Disinfectant and red microfiber cloth to remove germs.
13. Clean bathroom floor with Betco's Genie® B All Purpose Automatic Scrubber and Betco's Quat-Stat™ SC Cleaner/Disinfectant.
- 14. Take final ATP Meter reading of sinks, faucets, toilet seats and floor and record on survey.**
15. Remove "wet floor" / "caution" signs, disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.