CleanSTAT™
A program for a healthier, cleaner healthcare environment... STAT

HEALTHCARE TRAINING WORKBOOK
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Section 1.

Introduction

With today’s onset of antibacterial products and modern scientific advancements, one would assume that the fight against infection would be a diminishing battle. In actuality, it just means that new, more resistant, disease-causing microorganisms are evolving. One major area for concern in health care facilities is Hospital Acquired Infections (HAI). HAIs rank among the 10 most frequent causes of death in the United States. Interest in disinfectant efficacy has increased in response to the growing numbers of HAI infections as well as to the number of immune deficient patients, who are susceptible to infections.

Proper disinfection is extremely important to limit and control the growth of microorganisms and the spread of infection. Your job is critical in controlling the spread of harmful organisms and in turn creating a healthier environment …which may even save someone’s life.

The Environmental Services (EVS) staff should be respected as an integral part of infection prevention and amply provided with the vital resources for sufficient staffing, on-going training, new technology for improved performance and productivity and recognition as a knowledgeable group of professionals.

This training module is based on industry research, sound cleaning science, and best practices from leading healthcare organizations. We want to especially acknowledge the information from the ISSA Housekeeping Training Manual and the Practice Guidance for Healthcare Environmental Cleaning from the Association for the Healthcare Environment.
This module will cover:

- Safety Precautions
- Preparation to insure productivity
- Cleaning Procedures:
  - Patient Rooms – occupied and discharge
  - Emergency Department (ER)
  - Critical/Intensive Care – occupied and discharge
  - Isolation Rooms – occupied and discharge
  - Operating Rooms
  - Exam Treatment Rooms
  - Nursery, Labor and Delivery Areas
  - Clinical Support Areas – Morgue, Therapy Areas, Radiology, Laboratory
  - Common Areas – Physician and Staff Lounges, On-call Rooms, Vending Areas, Corridors, Stairwells, Elevators, Lobby Areas, Waiting Areas, and Nurse Stations
  - Public Restrooms
  - Storage and Utility Areas
  - Administrative Office Areas
  - Medication Storage and Nourishment Rooms
  - Outpatient Treatment Areas
  - Procedures for making a bed
  - Whirlpools
- Cleanup Procedures
- Summary
- Appendix:
  - Supply list
  - Quality Assurance form
Section 2.
Safety Precautions

Chemicals:

Before beginning with any cleaning task be sure that you fully understand how to use the chemicals and equipment required for the job. It is regulated by OSHA that every employee has a right to know about chemical hazards within their workplace. A Material Safety Data Sheet, commonly called an MSDS will provide information regarding the chemicals within your building. Read and understand the MSDS, as well as the product label for every product that you use. Your supervisor will show you where to find your MSDS information and will also help you to read and understand each sheet. Betco provides a Hazardous Communication training module within the Training Library series.

Be careful not to use cleaning chemicals on any surface for which they are not intended. Be especially cautious when using acid cleaners. Never mix chemicals, it could cause serious or even fatal injury.

Personal Protective Equipment (PPE):

Always wear the proper Personal Protective Equipment or PPE to protect yourself from exposure to cleaning chemicals and bodily fluids. Gloves and a mask or goggles will prevent chemical splashes from coming into contact with your skin and eyes. PPE normally is worn when cleaning patient rooms, emergency rooms, operating rooms, rest rooms and any area that contains blood or bodily fluids or mixing chemicals. Betco provides an OSHA Bloodborne Pathogen training module within the Training Library series.

Typical PPE items are:

- **Gloves** for all contact with blood, body fluids and most body surfaces of patients.

- **Gowns or aprons** if soiling of clothing is likely.

- **Masks** if the patient is coughing.

- **Eye protection** glasses or goggles and masks if splashing, spraying or aerosol dispersion is likely.
Hand Washing:

In healthcare facilities, direct contact is the most common mode of transmission of microorganisms. One of the best ways to reduce cross-contamination, besides proper disinfection, is frequent hand washing. The physical action of hand washing will greatly reduce the number of bacteria on the skin, and reduce the chances of cross-contamination. The less contamination, the healthier the environment. In the absence of water and towels, use hand sanitizers to limit the spread of microorganisms. Betco provides a Proper Hand Washing training module within the Training Library series.

Always wash your hands:

Before handling or eating food.

After using the toilet, changing a diaper, coughing, sneezing or blowing your nose.

Before and after cleaning cuts or abrasions and changing bandages or soiled linen.

Other safety best practices:

1. Be alert for sharp objects.
2. Practice proper lifting techniques and request assistance when objects are too heavy.
3. Use chemicals as directed by the manufacturer’s label.
4. If using a cleaning cloth and bucket system, never re-immersing cloths into the bucket, change cloths frequently.
5. If using pop up disposable wipers:
   • Use properly by changing frequently to ensure proper application.
   • Be sure they are dispersing sufficient amount of disinfectant for the appropriate dwell time.
   • If a bucket system is used with facility choice disinfectant, be sure wipers are properly saturated (follow directions on the label) and close properly between use and when storing to prevent wipers from drying out.
6. Assure functionality of electrical equipment and scan for electrical cord damage before using or cleaning.
7. Accidents will be limited when the proper caution signs are posted prior to cleaning, such as “Wet Floor” signs when working on hard floors or carpeting.
8. Place the cleaning cart against the corridor wall, near the area to be cleaned. Be sure not to block the door, traffic lanes or safety equipment.
9. Practice Universal Precautions when cleaning any blood or body fluid spills, or soiled materials that could contain these or other potentially infectious substances.
Section 3.
Preparation to Insure Productivity

“Proper planning before leaving for the work area will eliminate the frustrations of returning for supplies and will enhance productivity”.

Housekeeping Cart:

Review your supply checklist and gather the proper cleaning equipment such as:

1. Goggles or safety glasses
2. Step stool (stored in or on the cart)
3. Color-coded microfiber cleaning cloth system or disposable wipers
4. Appropriate chemicals
5. Nylon small broom/lobby dust pan (for larger debris)
6. HEPA-filter, low decibel vacuum cleaner (at or below 70 dba)
7. Color coded Microfiber flat mop system
8. Microfiber high dusting tool and replacement pads
9. Wet floor sign
10. Toilet bowl mop and caddy (Johnny mop)
11. Putty knife
12. Quality checklist and pen
13. Personalized environmental services calling card “This room cleaned by”
14. 5 quart container for cleaning and/or disinfecting solutions

Other preparation best practices:

1. Be sure that the correct dilution rates are used according to manufacturer’s recommendations. Betco Chemical Management Systems ensure that dilution rates are correct and make your job faster and easier.
2. Always prepare disinfectant solutions fresh daily or more often if a solution becomes visibly diluted or soiled in order to ensure their effectiveness.
3. Read the proper MSDS sheets for the chemicals you will be using and ask your supervisor if you have any questions.
4. Wash your hands and put on protective gloves before starting your cleaning tasks.

Typical Chemicals:

1. Designated general purpose cleaner
2. Designated disinfectant cleaner
3. Designated glass cleaner
4. Designated bowl cleaner
5. Any other designated cleaners or polishes
Typical Consumables:

1. Toilet seat covers (if applicable)
2. Paper towels
3. Hand soap
4. Toilet tissue
5. Facial tissue
6. Large and small trash liners; bedside trash bags
7. Disposal non-latex gloves (on the cart)
8. Disposable masks (on the cart)
9. Alcohol based hand rub (sanitizer)

Section 4.
Cleaning Procedures

Basic Procedures:

1. Perform hand hygiene, put on proper PPE and check the PPE items for proper fit.
2. Be alert for signage that may indicate the need for special precautions.
3. Leave the environmental services cart in the hall as to not obstruct passage. Carry supplies and equipment into the room as needed.
4. Always announce yourself before entering any patient, treatment area or room whether occupied or not. Always enter the area slowly.
5. If the area is still occupied, greet the patient and/or visitors in a friendly, courteous manner. Explain why you are there and state you will return later if they wish.
6. If unoccupied, proceed with cleaning tasks.
7. Always clean in a pre-determined pattern to increase productivity and insure efficiency.
8. Conduct dry procedures before wet procedures, clean from top to bottom (bring dirt from high levels to the floor) and clean from back to front of areas.
9. Allow chemicals to dwell before wiping.
10. Common procedures for all areas of the facility:
   - Remove trash
   - Dust mop
   - High dust
   - Wet mop
   - Damp wipe

11. A strong body of research shows that the built healthcare environment influences the incidence of infection in facilities and that by careful consideration of environmental transmission routes through air, surfaces and water, HAI can be reduced dramatically. While surfaces have not been linked directly to the cause of infection, surfaces are touched frequently by the patient, caregivers, visitor and others coming in contact with the care environment. Environmental Service (EVS) departments must ensure consistent surface cleaning and disinfection with a detailed focus on high touch areas, such as:
   - Flush handles
   - Patient chairs
   - Bed rails
   - IV poles
   - Tray tables
   - Blood pressure cuffs
   - Call buttons/box
   - Sinks and faucets
   - TV remote
   - Light switches
   - Telephones
   - Door knobs and levers
   - Bedsides tables
   - Flush handles
   - Toilet seats
   - Bed separator curtains
   - Monitor control panel, touch screen and cables
PATIENT ROOM CLEANING

Cleaning Procedures - Occupied:

Perform hand hygiene, put on appropriate Personal Protection Equipment (PPE) before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path (clockwise, top to bottom, following a logical pattern).

Perform high dusting with a microfiber high duster, be sure to check high wall vents using a stool if necessary. Dust curtain rods, tops of doors and recessed lights.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with a pre-soaked cleaning cloth and designated cleaner. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immerser or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

If applicable and in accordance with policy, use a clean pre-soaked cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.
If applicable to policy, remove gloves, perform hand hygiene and change gloves to remake patient's bed with clean linens according to requirements.

Replenish consumable supplies. Insert clean trash liners in all trash receptacles.

Place the wet floor sign. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the bathroom and the door.

Begin to clean the bathroom by giving special attention to the order in which items are cleaned. Post caution signs.

Flush the toilet and carefully pour bowl cleaner in the toilet and allow too dwell according to label instructions.

Clean the mirror using a clean cloth and designated glass cleaner.

With a clean color-coded cloth and designated cleaning/disinfectant solution, clean the sink area, including the counter, faucet and handles, sink basin, under the sink, and all pipes where condensation can harbor germs. Pay special attention to corners, the soap dispenser, and rim of the sink drain. Also clean other surfaces of the bathroom, including grab bars, shower fixtures, and shower floor. Clean the toilet seat surface, the exterior areas of the toilet including the base and around the outer bowl. Allow the cleaning solution to air dry. Change the cloth frequently, do not re-immers or reuse.

Next return to the toilet bowl to clean the inside of the toilet around the inner rim being careful not to splash. Return the Johnny mop in the caddy and flush the toilet.

Dust mop the floor, collect debris and deposit in a trash can. Then damp mop the floor with the designated cleaning/disinfectant solution (change mopping solution or pad per facility procedures) and allow too dry thoroughly before taking down the caution signs.

Remove gloves and discard. Perform hand hygiene. Put on new gloves and check the restroom for toilet tissue, paper towels and hand soap. If applicable, furnish clean bath linen.

Place all re-useable cleaning cloths and microfiber mop pads in appropriate linen container. Remove gloves, discard and perform hand hygiene. If the patient is present, announce completion of the cleaning and ask if there is anything else you can do for them “because I have the time”. Leave the EVS technician calling card if the patient is not present and complete the quality checklist.
PATIENT ROOM

Cleaning Procedures - Discharge:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of the bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path (clockwise, top to bottom, following a logical pattern).

Perform high dusting with a microfiber high duster be sure to check high wall vents using a stool if necessary. Dust curtain rods, tops of doors and recessed lights.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with a pre-soaked cleaning cloth and designated cleaner/disinfectant. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immers or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

If applicable and in accordance with policy, use a clean pre-soaked cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

Turn down the mattress, wipe frame, back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant solution. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

Remove gloves, perform hand hygiene and change gloves to remake the bed with clean linens according to requirements.

Replenish consumable supplies. Insert clean trash liners in all trash receptacles.
Place the wet floor sign. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the bathroom and the door.

Begin to clean the bathroom by giving special attention to the order in which items are cleaned. Post caution signs.

Flush the toilet and carefully pour bowl cleaner in the toilet and allow too dwell according to label instructions.

Clean the mirror using a clean cloth and designated glass cleaner.

With a clean color-coded cloth and designated cleaning/disinfectant solution, clean the sink area, including the counter, faucet and handles, sink basin, under the sink, and all pipes where condensation can harbor germs. Pay special attention to corners, the soap dispenser, and rim of the sink drain. Also clean other surfaces of the bathroom, including grab bars, shower fixtures, and shower floor. Clean the toilet seat surface, the exterior areas of the toilet including the base and around the outer bowl. Allow the cleaning solution to air dry. Change the cloth frequently, do not re-immers or reuse.

Next return to the toilet bowl to clean the inside of the toilet around the inner rim being careful not to splash. Return the Johnny mop in the caddy and flush the toilet.

Dust mop the floor, collect debris and deposit in a trash can. Then damp mop the floor with designated cleaning/disinfectant solution (change mopping solution or pad per facility procedures) and allow too dry thoroughly before taking down the caution signs.

Remove gloves and discard. Perform hand hygiene. Put on new gloves and check the restroom for toilet tissue, paper towels and hand soap. If applicable, furnish clean bath linen.

Place all re-useable cleaning cloths and microfiber mop pads in appropriate linen container. Remove gloves, discard and perform hand hygiene. Complete the Environmetal Services (EVS) quality checklist.

EMERGENCY ROOM CLEANING:

Cleaning Procedures:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.
If applicable, remove infectious waste according to facility policy. Use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the liner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow to air dry. Then reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with a pre-soaked cleaning cloth and designated cleaner/disinfectant. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immerser or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

Turn down the treatment mattress, wipe frame, back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

If applicable and in accordance with policy, use a clean pre-soaked cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

Remove gloves perform hand hygiene and change gloves to remake the treatment bed with clean linens according to requirements.

Replenish consumable supplies in the treatment bay. Insert clean trash liners in all trash receptacles.

Place the caution signs. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the door.

Place all re-useable cleaning cloths and microfiber mop pads in appropriate linen container. Remove gloves, discard and perform hand hygiene, complete the quality checklist.
Cleaning Procedures – Occupied Room

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.

If applicable, remove infectious waste. Use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the inner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow to air dry. Then reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with a pre-soaked cleaning cloth and designated cleaner. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immerse or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

If applicable and in accordance with policy, use a clean pre-soaked cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

Place the caution signs. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the restroom and the door.

Begin to clean the bathroom by giving special attention to the order in which items are cleaned. Post caution signs.
Flush the toilet and carefully pour bowl cleaner in the toilet and allow too dwell according to label instructions.

Clean the mirror using microfiber glass cloth and designated glass cleaner.

With a clean color-coded cloth and designated cleaning/disinfectant solution, clean the sink area, including the counter, faucet and handles, sink basin, under the sink, and all pipes where condensation can harbor germs. Pay special attention to corners, the soap dispenser, and rim of the sink drain. Also clean other surfaces of the bathroom, including grab bars, shower fixtures, and shower floor. Clean the toilet seat surface, the exterior areas of the toilet including the base and around the outer bowl. Allow the cleaning solution to air dry. Be sure change cloths frequently, do not re-immers or reuse.

Next return to the toilet bowl to clean the inside of the toilet around the inner rim being careful not to splash. Return the Johnny mop in the caddy and flush the toilet.

Dust mop the floor, collect debris and deposit in a trash can. Then damp mop the floor with designated cleaning/disinfectant solution (change mopping solution or pad per facility procedures) and allow too dry thoroughly before taking down the caution signs.

Remove gloves and discard. Perform hand hygiene. Put on new gloves and check the restroom for toilet tissue, paper towels and hand soap. If applicable, furnish clean bath linen.

Cleaning Procedures – Discharge:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner.

If applicable, remove infectious waste. Use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the inner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow to air dry. Then reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.
Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with a pre-soaked cleaning cloth and designated cleaner/disinfectant. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immerse or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

If applicable and in accordance with policy, use a clean pre-soaked cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

Perform hand hygiene and change gloves to remake the bed with clean linens according to requirements.

Replenish consumable supplies and insert clean trash liners in all trash receptacles.

Place caution signs. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the restroom and the door.

Begin to clean the bathroom by giving special attention to the order in which items are cleaned. Post caution signs.

Flush the toilet and carefully pour bowl cleaner in the toilet and allow too dwell according to label instructions.

Clean the mirror using a clean cloth and designated glass cleaner.

With a clean color-coded cloth and designated cleaning/disinfectant solution, clean the sink area, including the counter, faucet and handles, sink basin, under the sink, and all pipes where condensation can harbor germs. Pay special attention to corners, the soap dispenser, and rim of the sink drain. Also clean other surfaces of the bathroom, including grab bars, shower fixtures, and shower floor. Clean the toilet seat surface, the exterior areas of the toilet including the base and around the outer bowl. Next damp wipe the shower stalls. Allow the cleaning solution to air dry. Be sure to change the cleaning cloths frequently, do not re-immerse or re-use.

Next return to the toilet bowl to clean the inside of the toilet around the inner rim being careful not to splash. Return the Johnny mop in the caddy and flush the toilet.

Dust mop the floor, collect debris and deposit in a trash can. Then damp mop the floor with designated cleaning solution (change mopping solution or pad per facility procedures) and allow too dry thoroughly before taking down the caution signs.
Remove gloves and discard. Perform hand hygiene. Put on new gloves and check the restroom for toilet tissue, paper towels and hand soap. If applicable, furnish clean bath linen.

Place all re-useable cleaning cloths and microfiber mop pads in appropriate linen container. Remove gloves, discard and perform hand hygiene, complete the quality checklist.

**ISOLATION ROOM**

**Special Isolation Procedures - Occupied:**

Perform hand hygiene and review the door sign for the isolation condition and instructions.

PPE will be available outside the room. Put on the required PPE before entering the room. Always check the fit of your PPE before entering. If you are wearing a gown, pull your gloves up over the gown cuffs to limit skin exposure. If cleaning in an “Airborne Precautions” room, Put on an N-95 respirator or a powered air purifier respirator (PAPR). If wearing a respirator, perform a user/seal check in accordance with training before entering. Keep the doors and windows of these rooms closed at all times.

The cleaning checklist should specify the appropriate cleaning solution for that type of isolation.

If facility/IC policy requires environmental services technicians are responsible cleaning medical equipment such as IV infusion poles or bedside keyboard, disinfect patient care equipment that is dedicated to that room before use on another patient.

If applicable, disposable items such as blood pressure cuffs should be thrown away in the appropriate container when the patient is discharged. Remove and replace privacy/cubical curtains.

**General Cleaning Procedures:**

Put on appropriate PPE for the particular isolation precaution before entering the room and check for proper fit. After entering, close the door behind you. Place two empty trash bags to put your trash in, soiled cloths, mops or linens in after cleaning is complete. This will insure double bagging.

Next survey the area and pick up loose trash and change the bedside trash bag. Leave the plastic trash can liner in container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash or carry the bag against your body. Lift the liner carefully and place the bag of trash into one of the empty bags for disposal when finished cleaning. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow too air dry. Reline the container with the appropriate liner.

If appropriate, remove infectious waste. Use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the inner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow too air dry. Then reline the container with the appropriate liner.
Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry at a later time.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Check walls and spot clean with a presoaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe all vertical surfaces, counters, ledges and sills with cleaning cloth and designated cleaner. Be sure to change the cleaning cloth frequently, do not re-immerse or re-use. Spot clean windows as needed with the designated window cleaner.

Then wipe any desktops, bedside tabletop armchairs, door and cabinet handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

Place the used cloths and flat mops in a facility-approved container. Never re-use the cleaning materials or bucket solutions for cleaning other rooms.

If applicable and in accordance with policy, use a clean cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

If applicable to policy, remove gloves, perform hand hygiene and change gloves to remake the bed with clean linens according to requirements.

Replenish consumable supplies and insert clean trashliners in all trash receptacles.

Place the wet floor sign. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the bathroom and the door.

Begin to clean the bathroom by giving special attention to the order in which items are cleaned. Post caution signs.

Flush the toilet and carefully pour bowl cleaner in the toilet and allow too dwell according to label instructions.

Clean the mirror using a clean cloth and designated glass cleaner.

With a clean pre-soaked cloth and designated cleaning/disinfectant solution, clean the sink area, including the counter, faucet and handles, sink basin, under the sink, and all pipes where condensation can harbor germs.
Pay special attention to corners, the soap dispenser, and rim of the sink drain. Also clean other surfaces of the bathroom, including grab bars, shower fixtures, and shower floor. Clean the toilet seat surface, the exterior areas of the toilet including the base and around the outer bowl. Allow the cleaning solution to air dry. Change the cloth frequently, do not re-immers or reuse.

With a clean pre-soaked cloth and designated cleaning/disinfectant solution, clean the sink area, including the counter, faucet and handles, sink basin, under the sink, and all pipes where condensation can harbor germs. Pay special attention to corners, the soap dispenser, and rim of the sink drain. Also clean other surfaces of the bathroom, including grab bars, shower fixtures, and shower floor. Clean the toilet seat surface, the exterior areas of the toilet including the base and around the outer bowl. Allow the cleaning solution to air dry. Change the cloth frequently, do not re-immers or reuse.

Next return to the toilet bowl to clean the inside of the toilet and around the inner rim with the bowl brush being careful not to splash and flush the toilet.

Dust mop the floor, collect debris and deposit in a trash can. Then damp mop the floor with designated cleaning/disinfectant solution (change mopping solution or pad per facility procedures) and allow too dry thoroughly before taking down the caution signs.

Remove gloves and discard. Perform hand hygiene. Put on new gloves and check the restroom for toilet tissue, paper towels and hand soap. If applicable, furnish clean bath linen.

Remove PPE before leaving the room. Avoid touching the outside of these items, as that is where infectious organisms may have settled. Carefully pull your PPE off by grabbing less exposed areas, and dispose of properly. If cleaning in an “Airborne Precautions” room, Put on an N-95 respirator or a powered air purifying respirator (PAPR). If wearing a respirator, perform a user/seal check in accordance with training before entering. Keep the doors and windows of these rooms closed at all times.

Remove and discard gloves. Perform hand hygiene. Put on new gloves and with a clean cloth or wiper, wipe mop handles, bottles, other re-useable supplies and equipment and return to the cart.

Remove PPE before leaving the room. Avoid touching the outside of these items, as that is where infectious organisms may have settled. Carefully pull your PPE off by grabbing less exposed areas, and dispose of properly. If cleaning in an “Airborne Precautions” room, Put on an N-95 respirator or a powered air purifying respirator (PAPR). If wearing a respirator, perform a user/seal check in accordance with training before entering. Keep the doors and windows of these rooms closed at all times.

ISOLATION ROOM

General Cleaning Procedures - Discharge:

Perform hand hygiene and review the door sign for the isolation condition and instructions.

PPE will be available outside the room. Put on the required PPE before entering the room. Always check the fit of your PPE before entering. If you are wearing a gown, pull your gloves up over the gown cuffs to limit skin exposure. If cleaning in an “Airborne Precautions” room, Put on an N-95 respirator or a powered air purifier respirator (PAPR). If wearing a respirator, perform a user/seal check in accordance with training before entering. Keep the doors and windows of these rooms closed at all times.

Put on appropriate PPE for the particular isolation precaution before entering the room and check for proper fit. After entering, close the door behind you.
Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow too air dry. Reline the container with the appropriate liner.

If appropriate, remove infectious waste. Use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the inner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow to air dry. Then reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning solution. Damp wipe any other vertical surfaces, such as ledges, and sills with a pre-soaked cleaning cloth and designated cleaner. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immers or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

Place the used cloths and flat mops in a facility-approved container. Never re-use the cleaning materials or bucket solutions for cleaning other rooms.

If applicable and in accordance with policy, use a clean pre-soaked cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

Turn down the mattress, wipe frame, back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant solution. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

If applicable to policy, remove gloves, perform hand hygiene and change gloves to remake the bed with clean linens according to requirements.
Begin to clean the bathroom by giving special attention to the order in which items are cleaned. Post caution signs.

Flush the toilet and carefully pour bowl cleaner in the toilet and allow too dwell according to label instructions.

Clean the mirror using a clean cloth and designated glass cleaner.

With a clean color-coded cloth and designated cleaning/disinfectant solution, clean the sink area, including the counter, faucet and handles, sink basin, under the sink and all pipes where condensation can harbor germs. Pay special attention to corners, the soap dispenser, and rim of the sink drain. Also clean other surfaces of the bathroom, including grab bars, shower fixtures, and shower floor. Clean the toilet seat surface, the exterior areas of the toilet including the base and around the outer bowl. Allow the cleaning solution to air dry. Change the cloth frequently, do not re-immerse or reuse.

Next return to the toilet bowl to clean the inside of the toilet around the inner rim being careful not to splash. Return the Johnny mop in the caddy and flush the toilet.

Dust mop the floor, collect debris and deposit in a trash can. Then damp mop the floor with designated cleaning/disinfectant solution (change mopping solution or pad per facility procedures) and allow to dry thoroughly before taking down the caution signs.

Remove gloves and discard. Perform hand hygiene. Put on new gloves and check the restroom for toilet tissue, paper towels and hand soap. If applicable, furnish clean bath linen.

Remove PPE before leaving the room. Avoid touching the outside of these items, as that is where infectious organisms may have settled. Carefully pull your PPE off by grabbing less exposed areas, and dispose of properly. If wearing a respirator or PAPR – remove it after leaving the room. Immediately perform hand hygiene. Put on new gloves and with a clean cloth or wiper, wipe mop handles, bottles, other re-useable supplies and equipment and return to the cart. Remove and discard gloves. Perform hand hygiene.

Leave the EVS technician “This room cleaned by” calling card. Complete the quality checklist. If appropriate to policy, report to the nursing and ES supervisor the room has been cleaned.

**OPERATING ROOM:**

**Recommendations:**

Cleaning an Operating Room (OR) or procedure room requires a team approach and Environmental Services will work closely with infection control preventionist and the peri-operative charge nurse to ensure a clean and safe surgical environment. Together decide which disinfectant to stock on the cleaning cart.

It is recommended that carts, cleaning tools, vacuums, and floor machines be dedicated to the OR. Dedicated equipment can help prevent transmission of organisms, particularly from wheels of floor machines used in other areas.
Do not use spray bottles in the Operating Room. Rather, the small bucket system with microfiber cloths should be used. Cloths should not be stored in the buckets and never re-dip a use cloth.

**Cleaning Procedures:**

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

The scrub room, halls and utility room are part of the sterile operating room area, and should be included in all cleaning and disinfecting procedures.

Wipe sink shelves and surrounding surfaces with a clean cloth and designated cleaning/disinfectant solution. Thoroughly clean the scrub sink area, including the counter, faucet, and handles, sink basin, under the sink, and all pipes where condensation can harbor germs, faucet and handles. Clean the spout of the faucet by putting the cloth in the opening and wipe. Pay special attention to corners, the soap dispenser, and rim of the sink drain.

Change gloves, perform hand hygiene and enter the OR suite to be cleaned, closing the door behind you.

Removal of instruments, basins, trays, and sharps such as needles is normally the responsibility of the surgical staff, be aware of overlooked items.

Survey the area for waste involving blood or blood soaked linens. The OR staff should have removed these prior to the cleaning. However, smaller items may be accidentally left behind. Place these items in the appropriate bio-hazardous container. If large amounts are present, contact the supervisor or address in accordance with facility policy.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with designated cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.

All linen is considered contaminated, remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps, or other objects. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen. Carry the linen away from the body and place it in the color-coded leak-proof tear-resistant containers or bags and labeled.

Used disposable drapes, gloves, gowns, and PPE that do not contain blood or body matter are not necessarily infectious waste. If you are unclear about the nature of the waste, ask your supervisor.

Any area visibly soiled with small amounts of blood, tissue or body fluids should be spot cleaned with designated cleaning/disinfectant solution and allowed too air dry.
Clean from top to bottom and from back to front. Use a damp high dusting tool with designated cleaning/disinfectant solution and a ladder as necessary, to clean fixed and ceiling-mounted equipment, as well as surgical lights and external tracks. Move the lights down from over the operating table and wipe with the designated cleaning solution wiping all areas of the top of the light including the extender arms. Wipe light reflectors where organic debris and splatters are common. Perform other high dusting with a clean damp microfiber high duster with the designated cleaning solution and be sure to check high wall vents using a stool if necessary.

Wipe walls, ledges and other surface areas such as cabinet and closet doors and handles with the designated cleaning/disinfectant solution. Pay special attention to air exhaust and intake vents, as they must be kept free of lint and dust.

Carefully move any counter top blanket warmers and wipe behind.

Check walls and spot clean if necessary with a clean cloth and designated cleaning/disinfectant solution. Clean and disinfect all furniture and equipment, wiping down stands, foot pedals and cords, light switches, push plates, counters, horizontal surfaces, fixtures, stools and casters. Use a fresh cloth or saturated wiper as necessary, do not re-immers or reuse.

Unlock the OR table and completely break down so all surfaces can be cleaned. Wipe the joints, table attachments, frame, legs, and rails. Turn down the mattress and wipe the table bed frame and back of the mattress working from the top and repeat at the bottom with the designated cleaning/disinfectant solution. Wipe both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all elements to air dry.

The entire floor of the operating room should be flooded with designated cleaner/disinfectant using a clean mop and then vacuumed with a wet/dry vac. Put on’t forget to dry the area under the OR table. Do not walk onto the section just cleaned. Rather walk over the dirty part before dropping the squeegee and cleaning the next section. Continue in 4 foot sections.

Remove gloves and discard. Perform hand hygiene and put on new gloves. Remove PPE after leaving the OR suite and avoid touching the outside of these items as that is where infectious organisms may have settled. Then with a clean cloth or wiper and designated cleaner/disinfectant, wipe mop handles and other equipment and return them to the cart. Finally complete the quality checklist.

**EXAM TREATMENT AREAS:**

**Cleaning Procedures:**

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with designated cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.
If applicable, remove infectious waste. Use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the inner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow to air dry. Then rel ine the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with a pre-soaked cleaning cloth and designated cleaner/disinfectant. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, and bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immers e or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

Turn down the treatment mattress, wipe the frame, back of the mattress working from the top, and repeat at the bottom with the designated cleaning/disinfectant solution. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

If applicable and in accordance with policy, use a pre-soaked cleaning cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions. Be sure to change cleaning cloths or wipers frequently and do not re-immers e or reuse.

Remove gloves, perform hand hygiene and change gloves to remake treatment bed with clean linens according to requirements.

Replenish consumable supplies in the treatment bay. Insert clean trash liners in all trash receptacles.

Place the caution signs. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the bathroom and the door.

Place all re-useable cleaning cloths and microfiber mop pads in appropriate linen container. Remove gloves, discard and perform hand hygiene, complete the quality checklist.
LABOR AND DELIVERY:

Cleaning Procedures:

EVS personnel will clean all occupied and discharge patient rooms as per established procedures.

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.

In labor and delivery areas where infectious waste will be present, use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the inner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow too air dry. Then reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Clean all scrub sinks and shelves using a clean pre-soaked cloth and designated cleaning/disinfectant solution. Damp wipe horizontal surfaces, counters, ledges, and sills with a clean pre-soaked cloth and designated cleaning/disinfectant solution. Damp wipe sinks, fixtures, etc., being careful to wipe the underside of sinks, including pipes and walls with cleaner/disinfectant solution. Check walls and spot clean if necessary. Be sure to change cloths or wipers often, do not re-immers or re-use.

Check curtains for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

If unoccupied, turn down the mattress, wipe frame, back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant solution. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

Wipe any desktops, bedside tabletop armchairs, door and cabinet handles, light switches, closet handles, and any other high touch areas in the room again with the designated disinfectant solution following a logical pattern to avoid duplication or missing items.
If applicable and in accordance with policy, use a clean pre-soaked cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

If applicable to policy, remove gloves, perform hand hygiene and change gloves to remake treatment bed with clean linens according to requirements.

Replenish consumable supplies in the area. Insert clean trash liners in all trash receptacles.

Place the caution signs. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the bathroom and the door.

Place all re-useable cleaning cloths and microfiber mop pads in appropriate linen container. Remove gloves, discard and perform hand hygiene. Complete quality checklist.

NURSERY:

Cleaning Procedures:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

For drop ceilings, vacuum surfaces only when nursery is empty.

Clean all scrub sinks and shelves using a clean pre-soaked cloth and designated cleaning/disinfectant solution. Damp wipe horizontal surfaces, counters, ledges, and sills with a clean pre-soaked cloth and designated cleaning/disinfectant solution. Damp wipe sinks, fixtures, etc., being careful to wipe the underside of sinks, including pipes and walls with cleaner disinfectant solution. Check walls and spot clean if necessary.
Be sure to change cloths or wipers often, do not re-immerse or re-use.

Check curtains for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

If unoccupied, turn down the mattress, wipe frame, back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant solution. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

Wipe any desktops, bedside tabletop armchairs, door and cabinet handles, light switches, closet handles, and any other high touch areas in the room again with the designated disinfectant solution following a logical pattern to avoid duplication or missing items.

If applicable and in accordance with policy, use a clean pre-soaked cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

If applicable to policy, remove gloves, perform hand hygiene and change gloves to remake treatment bed with clean linens according to requirements.

Replenish consumable supplies in the area. Insert clean trash liners in all trash receptacles.

Place the caution signs. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the bathroom and the door.

Place all re-useable cleaning cloths and microfiber mop pads in appropriate linen container. Remove gloves, discard and perform hand hygiene. Complete quality checklist.

**CLINICAL SUPPORT AREAS – Morgue, Therapy, Radiology, Laboratories**

Facility policy will differ and it is possible these areas are not the responsibility of environmental services. However, should ES have the duties for cleaning the hospital morgue, the following should apply.

**Specific Comments:**

**Morgue** – the Morgue attendant or pathology assistant might be responsible for the cleaning of: Gurneys, autopsy table, blood and body fluid spills, all procedure equipment and instruments. NEVER TAMPER WITH OR OPEN AREAS WHERE BODIES ARE STORED AND NEVER TOUCH OR MOVE BODIES AT ANY TIME.

**Therapy** – always knock before entering a patient therapy room, enter the room care full. Look for infection control signs that indicate the need for special precautions. If the treatment room is in use, proceed to the next area and return later.
Radiology - always knock before entering a radiology room, enter the room carefully. Look for infection control signs that indicate the need for special precautions. If the room is in use, proceed to the next area and return later. RADIOLOGY EQUIPMENT SHOULD NOT BE TOUCHED OR CLEANED UNLESS INSTUCTED AND TRAINED TO DO SO.

Laboratories - always knock before entering a laboratory, enter the room carefully. Look for infection control signs that indicate the need for special precautions. If the room is in use, proceed to the next area and return later. LABORATORY EQUIPMENT SHOULD NOT BE TOUCHED OR CLEANED UNLESS INSTUCTED AND TRAINED TO DO SO.

General Cleaning Procedures:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

High dust the tops of items on the walls that are at or above your shoulder height.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.

If appropriate, remove infectious waste. Use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the inner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow to air dry. Then reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Perform high dusting with a microfiber high duster be sure to check high wall vents using a stool if necessary. Dust curtain rods, tops of doors and recessed lights.
Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with a pre-soaked cleaning cloth and designated cleaner/disinfectant. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immers or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

Turn down the mattress if applicable, wipe frame, back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant solution. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

If applicable and in accordance with policy, use a clean cloth or wiper and designated cleaner/disinfectant to wipe blood pressure cuff and tubing with the designated cleaning solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions.

Clean/wipe vents and returns with designated cleaning/disinfectant solution.

Place caution signs. Dust mop the floor, collect debris and deposit in a trash can. Then damp mop the floor with designated cleaning solution (change mopping solution or pad per facility procedures) and allow too dry thoroughly before taking down the caution signs.

If applicable to policy, remove gloves, perform hand hygiene, and change gloves to remake bed with clean linens according to requirements.

Remove PPE and perform hand hygiene immediately and complete the quality checklist.

COMMON AREAS – Physician lounges, staff lounges, on-call rooms, vending areas, corridors, lobby areas, waiting areas, stairwells, elevators.

Cleaning Procedures:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

High dust the tops of items on the walls that are at or above your shoulder height. Dust wall-hangings, high shelves and pictures with a damp microfiber cloth with designated cleaning solution and vacuum lamp shades with a vacuum brush.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.
Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen.

Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.

Follow pre-determined facility guidelines for cleaning path (clockwise, top to bottom, following a logical pattern).

Perform high dusting with a microfiber high duster be sure to check high wall vents using a stool if necessary. Dust curtain rods, tops of doors and recessed lights.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical and horizontal surfaces, such as ledges and sills with a pre-soaked cleaning cloth and designated cleaner/disinfectant. Wipe lockers and benches. Wipe desktop, counters, telephone, cabinet doors, handles, light switches, closet handles, bed rails, over the bed table and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change cleaning cloths or wipers often, do not re-immerser or re-use.

Turn down the mattress, wipe frame, back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant solution. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

Clean/wipe vents and returns with designated cleaning solution.

Post caution signs. With a clean microfiber dust mop, dust mop floor surfaces.

Damp wipe baseboards. With microfiber flap mop or flat mop bucket system, damp mop hard surface floors with designated cleaning/disinfectant solution. Allow floor to completely dry before taking down the caution signs.

Spot clean carpet as required and vacuum per schedule.

Remove gloves, perform hand hygiene, and change gloves to remake bed/cot with clean linens according to requirements. Finally remove gloves, perform hand hygiene and complete the quality checklist.

PUBLIC RESTROOM AREAS: Betco includes a Restroom Sanitation module in the Training Library

Cleaning Procedures:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Post caution signs in front of bathroom door. Do not use objects or wedges to prop the door open.
Flush the urinals and toilets. Carefully pour bowl cleaner in the urinal and toilet under the rim and allow to dwell per label instructions. Do not flush.

Empty all waste receptacles and place trash in cart. Damp wipe with a pre-soaked cloth and designated cleaning/disinfectant solution.

If there are stainless surfaces clean and polish with the designated stainless cleaner.

With a clean pre-soaked cloth and designated cleaning/disinfectant solution, wipe all sink counters, faucets and handles, sink basins. Wipe the underside of sinks, including pipes and walls (condensation and moisture breeds mold and other organisms). Wipe stall walls and partitions as needed. Allow the cleaning solution to air dry.

Clean the mirror using microfiber glass cloth and designated glass cleaner.

Return to the urinal and toilet. Clean the toilet seat surface, the exterior areas of the urinal and toilet including the base, and around the outer bowl. Using the toilet bowl caddy or Johnny mop, clean the inside of the urinal and toilet around the inner rim being careful not to splash. Return the Johnny mop in the caddy and flush the toilet.

Remove gloves and discard. Perform hand hygiene. Put on new gloves. Check restroom for toilet tissue, paper towels, hand soap and damp wipe outside of dispensers with designated cleaning solution. Insert clean trash liners in all trash receptacles.

With a clean, microfiber dust mop, dust mop the floor. Using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, mop the floor beginning in the far corner of the room. Do not take down caution signs until the floor is completely dry.

With a clean cloth, wipe the door, kick plate, and doorframe with designated cleaning/disinfectant solution.

Place all re-useable cleaning cloths and microfiber mop pads in appropriate linen container. Remove gloves, discard and perform hand hygiene and complete the quality checklist and/or initial door checklist. Take down the caution signs when the floor is completely dry.
STORAGE AND UTILITY AREAS:

Cleaning Procedures:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.

Damp wipe counters, ledges, sills, vents, fixtures, cabinets, shelving, etc. with clean microfiber cloth and designated cleaning/disinfectant solution.

Spot clean walls with pre-soaked and designated cleaning/disinfectant solution. Clean and polish stainless steel fixtures and bright metal with cloth and stainless steel or glass cleaner. Clean mirrors and glass doors with designated glass cleaner.

If applicable, insure all chemical dilution dispensers are functioning properly.

Place caution signs, pick up large debris, dust mop floor with clean microfiber dust mop and then damp mop the floor with the designated cleaning/disinfectant solution. Allow the floor to dry completely before taking down the wet floor signs.

Remove and discard gloves and perform hand hygiene and complete the service checklist.

ADMINISTRATIVE OFFICE AREAS:

Cleaning Procedures:

Put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.

Damp wipe counters, ledges, sills, vents, fixtures, cabinets, shelving, etc. with clean microfiber cloth and designated cleaning/disinfectant solution.

Spot clean walls with pre-soaked cloth and designated cleaning/disinfectant solution. Clean and polish stainless steel fixtures and bright metal with a clean cloth and designated stainless steel or glass cleaner. Clean mirrors and glass doors with designated glass cleaner.
Using a clean, dry microfiber cloth, dust horizontal surfaces that are free of clutter, dust armchairs, tables, telephones, lamp bases. Do not use liquids on fine wood furniture such as oak, maple, cherry or mahogany. Use dry microfiber or liquid designated furniture polish on a microfiber cloth. DO NOT disturb or move paperwork. Electronic equipment should not be cleaned with chemicals or damp cloths. Dust with a clean, dry microfiber cloth.

Place caution signs, pick up large debris, dust mop floor with clean microfiber dust mop, damp wipe baseboards and then damp mop the floor with the designated cleaning/disinfectant solution. Allow the floor to dry completely before taking down the wet floor signs.

Spot clean and vacuum carpet as required.

Remove and discard gloves and perform hand hygiene and complete the service checklist.

MEDICATION STORAGE AND NOURISHMENT ROOMS:

Due to the contents in these areas, facility policy will vary with regard to cleaning and disinfecting of medication and nourishment rooms.

ES technicians may perform surface cleaning and disinfecting tasks and dietary staff, nursing or nurse's aides will dispose of unwanted foodstuffs and clean refrigerators. In rare cases, the refrigerator may be cleared of unwanted food and EVS technicians will clean the refrigerator on a pre-determined schedule in accordance with written procedures.

Generally speaking, the inner contents of cabinets, drawers, microwaves, and refrigerators are the cleaning/disinfecting responsibility of the nursing or dietary staff and they should have written procedures (to include emptying the food items from the refrigerator) and documentation posted on the outer doors as to when tasks were Put one and who completed them. Nursing staff or aides wash the dishes. EVS techs clean/disinfect the exterior surfaces of those rooms and any furniture in those rooms.

ES technicians will be trained to make no assumptions with regard to these areas and to check with the supervisor if responsibility is unclear or if conflicting instructions are present.

Cleaning Procedures:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liners in the container, close, twist and tie a knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with designated cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.
Perform high dusting with a microfiber high duster including high vents, top of door, refrigerator and recessed lighting or fixtures. Be sure to check high wall vents using a stool if necessary.

Follow pre-determined facility guidelines for cleaning path, clockwise, top to bottom, following a logical pattern.

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with microfiber cloth and designated cleaner/disinfectant. With a clean pre-soaked cloth or saturated wiper, wipe top, front, and sides of the refrigerator. Wipe desktop, counters, telephone, cabinet doors and handles, light switches, closet handles and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change microfiber cloths or wipers often, do not re-immers or re-use.

Clean glass with the designated glass cleaner and a pre-soaked cleaning cloth.

Place caution signs. Dust mop the floor using a clean, microfiber dust mop. Place wet floor signs and damp mop the floor with the appropriate cleaning/disinfectant solution.

Remove gloves, discard, and perform hand hygiene. Take down caution signs when floor is completely dry, leave the ES tech “calling card” and complete the quality checklist.

OUTPATIENT TREATMENT AREAS:

Cleaning Procedures:

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Next survey the area and pick up loose trash. Leave the plastic trashcan liner in the container, close, twist and tie a knot in the top of bag. Use caution and look for protruding objects in the waste bag or container. Never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the container on the cart or take it to the waste pick up point. Never carry a bag of trash against your body. Wipe all surfaces of the waste container with designated cleaning/disinfectant solution and allow to air dry. Reline the container with the appropriate liner prior to mopping the floor.

If applicable, remove infectious waste. Use caution and look for protruding objects in the waste containers. Use the normal trash removal procedures. If the amount of waste is heavy or if there is a chance the inner could tear, place the liner inside another to prevent leaking and spills while handling the infectious waste. Place the infectious waste bag in the appropriate container for pick up. Wipe all surfaces of the waste container with the designated cleaning/disinfectant solution and allow to air dry. Then reline the container with the appropriate liner.

Remove all soiled linen including gowns, towels, and washcloths. Handle soiled linen carefully, being alert for sharps. Do not carry or hold linens near the body. Roll the linen into a bundle for easy handling. Avoid excessive handling or shaking of the linen. Carry the linen away from the body and place it in the appropriate container. Secure the container for proper transport to the laundry.
Follow pre-determined facility guidelines for cleaning path (clockwise, top to bottom, following a logical pattern).

Check walls and spot clean if necessary with a pre-soaked cleaning cloth and designated cleaning/disinfectant solution. Damp wipe any other vertical surfaces, such as ledges, and sills with microfiber cloth and designated cleaner/disinfectant. With a clean pre-soaked cloth or saturated wiper, wipe top, front, and sides of the refrigerator. Wipe desktop, counters, telephone, cabinet doors and handles, light switches, closet handles and any other high touch areas in the room again with the designated disinfectant solution. Be sure to change microfiber cloths or wipers often, do not re-immerse or re-use.

Check the curtain for visible soil or dirt. If visibly soiled, the recommendation is to change the curtain. However, follow protocol in accordance with facility policy.

Turn down the treatment mattress, wipe frame, back of the mattress working from top, and repeat at the bottom with the designated cleaning/disinfectant solution. Be sure to do both sides of the mattress and change wiper or cloth as needed. Be sure to also wipe both sides of coated pillows and allow all to air-dry.

If applicable and in accordance with policy, use a clean pre-soaked cleaning cloth or wiper to wipe blood pressure cuff and tubing with the designated cleaning/disinfectant solution. Wipe other equipment such as infusion poles if applicable in accordance with policy and instructions. Be sure to change microfiber cloths or wipers often, do not re-immerse or re-use.

Remove gloves, perform hand hygiene and change gloves to remake treatment bed with clean linens according to requirements.

Replenish consumable supplies in the treatment bay. Insert clean trash liners in all trash receptacles.

Place the caution signs. Using a clean microfiber dust mop, dust mop the area. With a clean, microfiber mop, using either the microfiber flat mop system or the microfiber bucket system with the designated cleaning/disinfectant solution, damp mop the floor beginning in the far corner of the area. Be sure to move furniture, clean under the bed moving toward the bathroom and the door.

Place all re-useable cleaning cloths and microfiber mop pads in the appropriate linen container. Remove gloves, discard and perform hand hygiene, and complete the quality checklist.

**PROCEDURE FOR MAKING A BED:**

Methods of making a bed may vary for facilities and specific units. Always check with your supervisor for specific linens needed.

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

If specified by your housekeeping department, first place a mattress pad on the bed. Make sure it is centered on the mattress. Next place the contour sheet over the mattress. If you aren’t using a contour sheet for your bottom sheet, go ahead and use a flat sheet. Be sure to make the proper mitered corners.
At this time a draw sheet could be placed across the middle of the bed one foot below the head of the mattress. This is over the bottom sheet. It is used to move a patient off the bed to a gurney. See that the draw sheet hangs evenly on both sides of the bed. Draw sheets may or may not be used, so ask your supervisor.

Put the top sheet on the bed. See that the hem is even with the mattress at the head of the bed. The sheet must be centered evenly on both sides. Now put the spread on the bed. The top edge should be even with the top edge of the mattress and should be centered with the mattress. Tuck in the sheet as well as the spread at the foot of the bed. Next go to one side and then the other side of the bed and make mitered corners. Fold the top sheet and spread together to form a small cuff.

Put the pillow case on the pillow. To do this, hold the pillow and case away from your face and clothing as you cover the pillow. Fit the pillow snugly into the corners of the pillow case. Insure that one edge of the pillow fits firmly against the seamless edge of the case. Fold any excess material in the case under the pillow. Put the pillow flat on the bed with the open end away from the door.

**PROCEDURES FOR CLEANING WHIRLPOOLS:**

**Patient Room - Occupied:**

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Using a cloth soaked in the designated cleaning/disinfecting solution, wash all surfaces of the tub and surrounding areas including the walls and curtain. Scrub area around the jets, rinse with water and dry all chrome surfaces.

Place all re-useable cleaning cloths, remove gloves, discard, perform hand hygiene, and complete the quality checklist.

**Patient Room - Discharge:**

Perform hand hygiene, put on appropriate PPE before beginning and check for proper fit.

Position all jets in the tub in a down position and fill the tub with water above the jets. Add appropriate amount of the designated cleaner/disinfectant to the water. Turn the jets on and run for 15 minutes.

Wash all surrounding the tub area including walls and the curtain. Turn the jets off and drain the water and clean any residue remaining and scrub around the jets. Rinse the tub with water thoroughly, dry any water spots in the tub and dry all chrome surfaces.

Place all re-useable cleaning cloths, remove gloves, discard, perform hand hygiene, and complete the quality checklist.
Section 5.  
Cleanup Procedures

1. When finished with all necessary procedures and all surfaces are dry, remove any posted signs.
2. Clean all equipment and tools and return to designated storage area.
3. Insure all mops and cleaning cloths are placed in the proper location for laundering.
4. Inventory all supplies and chemicals needed for the next shift.
5. Report any problems, equipment malfunctions or damaged PPE items.

Section 6.  
Summary

In reviewing what has been discussed in this training you have learned the following:

1. Understand product labels and MSDS Sheets.
2. Wear the proper Personal Protective Equipment (PPE).
3. Follow OSHA’s Bloodborne Pathogen Standard with regard to blood and body fluid clean-up.
4. Review supply checklist and stock your cart.
5. Post the proper caution signs before cleaning.
6. Always ask your supervisor if you have questions before performing a cleaning task.
7. Remember these rules when cleaning:
   a. Always clean top to bottom.
   b. Clean from dry to wet.
   c. Wipe in a pattern.
   d. Clean in the same pattern each time.
8. Wash your hands after cleaning tasks.
9. Be sure to always clean up and wash your equipment at the end of your shift or at the end of a workday.

The service you provide is very important to the well-being of patients, visitors, staff and yourself. Be proud of the skills you are developing and know that you truly make a difference in creating a clean and healthy environment.
Appendix A.
Supply Checklist

A properly stocked environmental services cleaning cart will prevent wasted trips to the supply closet!

Typical Tools:
1. Goggles or safety glasses and gloves
2. Step stool (stored in or on the cart)
3. Color-coded microfiber cleaning cloth system or disposable wipers
4. Color coded bucket system if diluted solutions are applied from a bucket rather than pre-mixed pour bottles or wiper dispensers
5. Nylon toy broom/lobby dust pan (for larger debris)
6. HEPA-filter, low decibel vacuum cleaner (at or below 70 dba)
7. Microfiber flat mop system or a microfiber bucket mop system and replacement pads
8. Microfiber high dusting tool and replacement pads
9. Wet floor sign
10. Toilet bowl mop and caddy (Johnny mop)
11. Putty knife
12. Quality checklist and pen
13. Personalized environmental services calling card “This room cleaned by”

Typical Chemicals:
1. Designated EPA registered disinfectant
2. Designated general purpose cleaner
3. Designated glass cleaner
4. Designated stainless steel cleaner/polish
5. Designated bowl cleaner

Typical Consumables:
1. Toilet seat covers (if applicable)
2. Paper towels
3. Hand soap
4. Toilet tissue
5. Facial tissue
6. Large and Small Trash liners
7. Disposal non-latex gloves (on the cart)
8. Disposable masks (on the cart)
9. Alcohol based hand rub
# Appendix B.
## Quality Assurance Form

<table>
<thead>
<tr>
<th>Facility:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Exec. Director:</td>
<td>Exec. Housekeeper:</td>
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<tr>
<td>Evaluator:</td>
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**Ratings:** A = Meets Standards  B = Needs Improvement

### Entrance/Lobbies

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<td>Fixtures</td>
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### Hallways/Common Areas

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### Rest Rooms (public)

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<td>Right To Know Training</td>
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<td>Bloodborne Pathogen Training</td>
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