

JUVENILE COURT HEALTH SERVICES OPTOMETRY PROCEDURE

Subject: EYE CLINIC CLEANING PLAN	Original Issue Date: 12/31/07	Procedure # 003
	Supersedes: 5/31/11	Effective Date: 11/9/14
Departments Consulted:	Approved By: (Signature on File) Optometrist (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator

PURPOSE

To ensure that the health of juveniles and staff is protected, through the maintenance of a clean and orderly clinic.

PROCEDURE:

1. Floors

- Environmental – Daily wet mop with D&D before 7:00 a.m.
- Environmental – Furniture to be moved and areas under furniture to be cleaned as well, at least monthly, and as needed.
- Environmental – Strip and wax floors during night shift before 7:00 a.m. Performed as needed at least twice a year.

2. Counters and Desks

- Environmental – Exposed countertops – Daily wipe with D&D, before 7:00 a.m.
- Nursing – Countertops with medical equipment and supplies – Monthly wipe removing items with D&D.
- Nursing – Medical Supplies and Equipment on Counters – Daily to Weekly wipe down of surfaces with D&D, as needed, removing items off counters, weekly.

3. Examination equipment

- Nursing – Clean top surface daily with D&D and entire table weekly, and as needed. Use crevice tool to clean creases and grooves.

4. Cabinets

- Environmental – Tops of cabinets – Damp dust weekly
- Environmental – Doors of cabinets – Wipe down with D&D weekly, and as needed.
- Nursing – Wipe down interiors of cabinets (shelves and interior doors) with D&D monthly, and as needed.

5. Walls and Baseboards

- Environmental – wipe down with D&D monthly, and as needed

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6. Ceilings

- Environmental – Damp dust every 3 months
- Facilities Management – Water intrusion should be dealt with, by Facilities Management with replacement of tiles.

7. Vents and Sprinklers

- Environmental – D&D to be sprayed on grills, and wiped down/scrubbed every three months.

8. Filters for A/C

- Environmental or Facilities Management – Filter to be replaced with appropriate filter for area use, and in accordance with manufacturer recommendations, or at least every three months. Filters should be appropriate for area use, as per manufacturer guidelines.

9. Interior Walls

- Environmental - To be cleaned every three months with appropriate, approved glass cleaner.

10. Doors

- Environmental – All surfaces including jambs and frames to be cleaned with D&D monthly, and as needed
- Environmental – Knobs and other regularly handled surfaces such as touch panels, to be cleaned daily with D&D

11. Sinks

- Environmental – To be cleaned daily with abrasive D&D like soft scrub appropriate and approved for sinks
- Environmental – Stainless steel sinks and faucets to have additional cleaning every three months with an appropriate stainless steel cleaner to remove calcium deposits
- Environmental – Foot pedals to be cleaned daily with the floors, with approved D&D

12. Shelving

- Environmental – Open shelving to be damp dusted weekly, unless clinical equipment or supplies identified, and then nursing to clean with regular equipment and supply cleaning protocols.

13. Hardware/Equipment

- Exam Tables:
 - Environmental – Entire table top and sides wiped down weekly with D&D
 - Environmental – Daily table top wipe down with D&D

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- Nursing – Table top wipe down with D&D, as needed, between patients.
- Refrigerator
 - Environmental – Weekly wipe down of external surfaces, including top with D&D
 - Environmental – Interior monthly wipe down with D&D

14. Waste

- Environmental – Trashcans to be emptied twice daily in heavy use areas, or once daily in light use areas. Biohazardous waste including sharps containers to be disposed of, in appropriate containers, as per facility protocols.
- Environmental – Interiors and exterior of cans, and exteriors of sharps containers to be wiped down with D&D weekly in heavy use areas or as needed, and monthly in light use areas.

REFERENCE

JCHS Policy # G-104, "Environment Health and Safety"