

HARBOR-UCLA MEDICAL CENTER

**SUBJECT: CLEANING – MEDICATION ROOMS**

**POLICY NO. 478B**

**PURPOSE**

To maintain a clean and safe environment for patients, staff and visitors.

**POLICY**

Harbor-UCLA Medical Center has contracted with an environmental services (EVS) corporation to ensure that all areas of the hospital, including medication rooms, are kept clean.

**PROCEDURE**

**I. AUTHORIZED PERSONNEL**

Only authorized personnel are permitted in the Pharmacy and other drug storage areas (refer to Pharmacy Policy #158 - Storage of Drugs). Environmental Services personnel are to find an authorized person(s) to be allowed entry to the medication rooms for cleaning. The authorized personnel are to accompany the EVS associate throughout the entire duration of the cleaning process.

**II. Environmental Services personnel are to perform the 7-Step Cleaning Procedure, which includes:**

- Step 1 – Pull Trash and Linen
- Step 2 – Complete the High Dust process
- Step 3 – Damp wipe all contact surfaces
- Step 4 – Thoroughly clean the area
- Step 5 – Dust mop properly
- Step 6 – Damp mop all appropriate areas
- Step 7 – Inspect the work according to the Shine Standards

Pay particular attention to the Pyxis machines for dust. Damp wipe all counter tops.

**III. INSPECTION STANDARDS**

- Ensure all surfaces are clean and free of fingerprints
- Floor is clean and free of dust, debris, and spills
- Blacklight inspection reveals no fluorescent indicator
- Pyxis machines are clean and free of dust

**EFFECTIVE DATE: 9/26/18**

**SUPERSEDES:**

**REVISED:**

**REVIEWED: 9/18**

**REVIEWED COMMITTEE:**

**APPROVED BY:**

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**Kim McKenzie, RN, MSN, CPHQ**  
**Chief Executive Officer**

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**Anish Mahajan, MD**  
**Chief Medical Officer**

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**Patricia Soltero Sanchez, RN, BSN, MAOM**  
**Chief Nursing Officer**

Signature(s) on File.