

## SECTION ID CLEANING

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| <b>SUBJECT: CLEANING CART SET-UP</b>                        | <b>POLICY#: III-001</b>     |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                   | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008</b> <b>Supersedes: April 2011</b> | <b>Reviewed: March 2018</b> |

**POLICY:**

- Environmental Services Department personnel will restock cleaning carts promptly from their designated supply closet. Supplies will not be borrowed from other carts or supply closets.
  - All cleaning carts will be stocked with the following:
    - Outside Top:
      - Plasticcaddy including:
        - Glasscleaner
        - All-purpose cleaner
        - Bowl caddy with bowl mop
        - Bottle creamcleanser
        - Green handpads
        - Gloves
        - Putty knife
        - Goggles
    - Hospital approved disinfectant
    - Cleaning bucket, five (5) quart
  - o Inside Top Shelf:
    - Paper towels
    - Toilet paper
    - Seat covers
    - Hand Soap
    - Stretch and dust cloths
  - o Middle Shelf:
    - Plasticliners
    - Clean cloths
    - Clean mop heads
  - o Bottom Platform:
    - Wet mop unit
    - Wall mop unit
    - Dust mop
    - Dustpan
    - Broom
    - Floor sign
    - Double bucket/wringer unit

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|   |                             |
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| <b>SUBJECT: CLEANING CLINICAL LABORATORY</b>                | <b>POLICY #:III - 002</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                   | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008</b> <b>Supersedes: April 2011</b> | <b>Reviewed: March 2018</b> |

**POLICY:**

- The Environmental Services Department personnel will clean the Clinical Laboratory on a daily basis.
- Emergency response services are available 24 hours per day.

**PROCEDURE:**

- Environmental Services Department personnel will:
  - o Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced. Emptied waste will be deposited in the appropriate container; red waste bags will be placed in bio-hazardous waste receptacles and clear bags will be placed in regular waste receptacles.
  - o Damp dust counters, office furniture, cabinets, telephones and receivers, etc., with a hospital approved disinfectant solution. Do not clean laboratory benches and equipment if there are any questions about what to clean and not clean, ask the supervisor.
  - o Spot clean walls, doors and partitions with glass cleaner
  - o Dust mop floor.
  - o Mop floors using a hospital approved disinfectant solution according to procedure. Place wet floor signs prior to mopping.

**NOTE: Use a fresh clean cloth in every room**

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| <b>SUBJECT: CLEANING DINING ROOM/EATING AREAS</b> | <b>POLICY#: III-003</b>       |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>         | <b>PAGE: 1 of 1</b>           |
| <b>EFFECTIVE: August 2008</b>                     | <b>Supersedes: April 2011</b> |
|   | <b>Reviewed: March 2018</b>   |

**POLICY:**

- The Environmental Services Department personnel will clean the Dining Rooms/eating areas on a daily basis.

**PROCEDURE:**

- The following procedure will be followed when cleaning the Dining Room/eating areas.
  - o Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced.
  - o Dust ceilings, lights and vents.
  - o Dust mop the floor as per procedure.
  - o Spot clean walls, doors, blinds, etc., with hospital approved disinfectant solution.
  - o Place wet floor signs and damp mop the floor according to procedure. Remove wet floor signs when the floor is dry.
  - o Vacuum all carpeted floors according to procedures.

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| <b>SUBJECT: CLEANING ELEVATORS</b>                          | <b>POLICY#: III-004</b>     |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                   | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008</b> <b>Supersedes: April 2011</b> | <b>Reviewed: March 2018</b> |

**POLICY:**

Elevators will be cleaned on a daily basis.

**PROCEDURE:**

- This procedure will be followed when cleaning the elevators:
  - Turn the lock off key to the elevator to make it inactive
  - Place out of service sign or wet floor signs as appropriate to notify elevator users.
  - Dust ceiling, lights and walls.
  - Clean phone, panels and both sides of the door.
  - If handrails are metal, polish with approved metal polish according to procedure.
  - Mop or vacuum floor depending on floor covering.
  - Vacuum the landing track on each floor and polish as necessary.
  - Promptly return the elevator to service

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| <b>SUBJECT: CLEANING EXTERIOR ENTRANCE AREAS</b>            | <b>POLICY#: III-005</b>     |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                   | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008</b> <b>Supersedes: April 2011</b> | <b>Reviewed: March 2018</b> |

**POLICY:**

Exterior entrance areas will be cleaned at least once per day or more frequently, as necessary.

**PROCEDURE:**

- This procedure will be followed when cleaning the exterior entrance areas:
  - o Clean exterior entrance mats and foot scrapers (if applicable)
  - o Pick up any litter along the walkway or in entryway
  - o Sweep outside walk removing mud, dirt, etc.
  - o Dust mop light fixtures and canopies.
  - o Empty all waste containers. The waste container will be wiped out with a hospital approved disinfectant solution and bag liners replaced.
  - o Clean windows and glass doors with glass cleaner.
  - o Depending on type of interior entrance mat, vacuum or mop with a hospital approved disinfectant solution. Be sure to post wet floor signs.

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| <b>SUBJECT: CLEANING IMAGING SERVICES/RADIOLOGY DEPARTMENT</b> | <b>POLICY#: III-006</b>       |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                      | <b>PAGE: 1 of 1</b>           |
| <b>EFFECTIVE: August 2008</b>                                  | <b>Supersedes: April 2011</b> |
|  | <b>Reviewed: March 2018</b>   |

**POLICY:**

- The Environmental Services Department personnel will clean the Imaging Services/Radiology Department on a daily basis.

**PROCEDURE:**

- Environmental Services Department personnel will:
  - o Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced. Emptied waste will be deposited in the appropriate containers; red waste bags will be placed in bio-hazardous waste receptacles and clear bags. Will be placed in regular waste receptacles.
  - o Radioactive waste will be disposed of by the Nuclear Medicine Department.
  - o Damp dust counters, office furniture, cabinets, telephones and receivers, etc. with a hospital approved disinfectant solution. Do not clean x-ray equipment. If there are any questions about what to clean and not clean, ask the supervisor.
  - o Spot clean walls, doors and partitions as needed.
  - o Clean mirrors, glass doors and partitions with glass cleaner.
  - o Dust op floor.
  - o Mop floors using a hospital approved disinfectant solution according to procedure. Place wet floor signs prior to mopping.
  - o Vacuum all carpeted floors according to procedure.

**NOTE: Use a fresh clean cloth in every room.**

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| <b>SUBJECT: CLEANING EXAMINATION<br/>AND TREATMENT ROOMS</b> | <b>POLICY#: III-007</b>     |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                    | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008</b> <b>Supersedes: April 2011</b>  | <b>Reviewed: March 2018</b> |

**POLICY:**

- The Environmental Services Department personnel will clean all Examination and Treatment Rooms on a daily basis.

**PROCEDURE:**

- Environmental Services Department personnel will:
  - o Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced. Emptied waste will be deposited in the appropriate container; red waste bags will be placed in bio-hazardous waste receptacles and clear bags will be placed in-regular waste receptacles.
  - o Dust mop as per procedure.
  - o Damp dust counters, furniture, etc. with the hospital approved disinfectant solution
  - o Spot clean walls.
  - o Clean restrooms
  - o Clean mirrors with glass cleaner.
  - o Check and refill dispensers as necessary.
  - o Place wet floor signs and damp mop floor per standard procedure. After the floor has dried, wet floor signs will be removed.

**CAUTION; do not clean equipment unless instructed to do so. If there are any questions ask the supervisor.**



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| <b>SUBJECT: CLEANING LOCKER ROOMS</b>                                     | <b>POLICY#: III-008</b>     |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                                 | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008                      Supersedes: April 2011</b> | <b>Reviewed: March 2018</b> |

**POLICY:**

Locker rooms will be cleaned on a Daily basis.

**PROCEDURE:**

- This procedure will be followed when cleaning the locker rooms.
  - Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced.
  - Dust the tops of the lockers, ceiling, light fixtures, ledges and vents.
  - Dust mop the floor as per established procedure.
  - Spot clean walls, front of lockers and doors as necessary.
  - Clean the bathrooms as per established procedure.
  - Damp mop floor. Be sure to post wet floor signs prior to mopping the floor.

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| <b>SUBJECT: CLEANING NURSES' STATION</b>  | <b>POLICY#: III- 009</b>      |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b> | <b>PAGE: 1 of 1</b>           |
| <b>EFFECTIVE: August 2008</b>             | <b>Supersedes: April 2011</b> |
|   | <b>Reviewed: March 2018</b>   |

**POLICY:**

- The environmental Services Department personnel will clean the Nurses' Stations on a daily basis.

**PROCEDURE:**

- Environmental Services Department personnel will:
  - Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced. Emptied waste will be deposited in the appropriate container; red waste bags will be placed in bio-hazardous waste receptacles and clear bags will be placed in regular waste Receptacles.
  - Damp dust counters, office furniture, cabinets, telephones and receivers, etc., with a hospital-approved disinfectant solution. Do not clean equipment. If there Are any questions about what to clean and not clean, ask the supervisor.
  - Clean sinks and exteriors of all dispensers as per procedure.
  - Refill dispensers and supplies as necessary.
  - Spot clean walls, doors and partitions as needed.
  - Clean mirrors, glass doors and partitions with glass cleaner.
  - Dust mop floor.
  - Mop floors using a hospital approved disinfectant solution according to procedure. Place wet floor signs prior to mopping.
  - Vacuum all carpeted floors according to procedure.

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| <b>SUBJECT: CLEANING OFFICES</b>                     | <b>POLICY#: III-010</b>     |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>            | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008      Supersedes: April</b> | <b>Reviewed: March 2018</b> |

**POLICY:**

Offices will be cleaned on a Daily basis.

**PROCEDURE:**

- This procedure will be followed when cleaning the offices:
  - Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced.
  - Going around the perimeter of the room, dust the ledges, light fixtures and ceiling.
  - Spot check walls for dirt and clean as necessary.
  - Damp dust and polish all wood furniture according to procedure. Do not dust desk tops unless previously emptied by the owner.
  - Clean mirrors, pictures and windows with appropriate glass cleaner.
  - Damp dust telephone and receiver with a hospital approved disinfectant solution.
  - Clean the outside of file cabinets.
  - Clean baseboards.
  - Vacuum or mop floor depending on floor covering. Be sure to post wet floor signs, if floor is to be mopped.

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| <b>SUBJECT: CLEANING PATIENT ROOM-<br/>DISCHARGE/TRANSFER</b> | <b>POLICY#: III- 011</b>      |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                     | <b>PAGE: 1 of 1</b>           |
| <b>EFFECTIVE: August 2008</b>                                 | <b>Supersedes: April 2011</b> |
|   | <b>Reviewed: March 2018</b>   |

**POLICY:**

All patient rooms will be cleaned when a patient has been discharged or transferred. The patient care unit will notify the Environmental Services Department when the patient has left the premises. The Environmental Services Department will clean the room as soon as possible.

**PROCEDURE:**

- Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced. Emptied waste will be deposited in the appropriate container; red waste bags will be placed in Bio-hazardous waste receptacles and clear bags will be placed in regular waste receptacles.
- Close and discard sharps containers when they are three-quarters (3/4) full. Sharps containers are considered bio-hazardous waste and will be disposed of as such.
- Dust all fixtures, ledges and surfaces in the room and bathroom above shoulder height. Begin at the door and work clockwise around the room.
- Damp dust over-bed tables, bedside tables, telephone, chairs, stools, ledges, light switches, lamps and spots on walls or cabinets with a hospital approved disinfectant solution.
- If assigned to; Strip the bed of linen by rolling toward the center of the bed. Hold linens away from the body. Place linens in the soiled linen container. Damp wipe the bed frame, both sides of the mattress, pillows and bed control with disinfectant solution. Use clean linens to remake the bed.
- Dust mop floor as per procedure (depending on floor covering).
- Clean the bathroom as per procedure.
- Place wet floor signs at the door to the room. Damp mop floor with a hospital approved disinfectant solution. Begin at the farthest corner of room working backwards toward door including the bathroom and closet. Be sure to disinfect baseboards.
- Vacuum carpeted areas. Damp mop baseboards and carpet with disinfectant solution after carpet has been vacuumed.
- Remove wet floor signs after the floor has dried completely.

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| <b>SUBJECT: CLEANING ISOLATION PATIENT ROOM-<br/>DISCHARGE / TRANSFER</b> | <b>POLICY#: III-012</b>       |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                                 | <b>PAGE: 1 of 2</b>           |
| <b>EFFECTIVE: August 2008</b>   | <b>Supersedes: April 2011</b> |
|   | <b>Reviewed: March 2018</b>   |

**POLICY:**

All isolation patient rooms will be cleaned when a patient has been discharged or transferred. The patient care unit will notify the Environmental Services Department when the patient has left the premises. The Environmental Services Department will clean the room as soon as possible.

**PROCEDURE:**

- Put on personal protective equipment at the entrance of the room per the isolation guideline posted (i.e., gloves, mask, gown).
- Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution and bag liners replaced. Emptied waste will be deposited in The appropriate container; red waste bags will be placed in bio-hazardous waste receptacles and clear bags will be placed in regular waste receptacles.

Close and discard sharps containers when they are three-quarters (3/4) full. Sharps containers are considered bio-hazardous waste and will be disposed of as such.

- Dust all fixtures, ledges and surfaces in the room and bathroom above shoulder height. Begin at the door and work clockwise around the room.
- Damp dust all spots and hand contact areas including, but not limited to, over-bed tables, bedside tables, telephone, chairs, stools, ledges, light switches, lamps and spots on walls or cabinets with a hospital approved disinfectant solution. Work clockwise around the room.
- If assigned to; Strip the bed of linen by rolling toward the center of the bed. Hold linens away from the body. Place linens in the soiled linen container. Damp wipe the bed frame, both sides of the mattress, pillows and bed control with disinfectant solution. Use clean linens to remake the bed.
- Dust mop floor as per procedure (depending on floor covering).
- Clean the bathroom as per procedure.
- Place wet floor signs at the door to the room. Damp mop floor with a hospital approved disinfectant solution. Begin at the farthest corner of room working backwards toward door including the bathroom and closet. Be sure to disinfect baseboards.
- Vacuum carpeted areas. Damp mop baseboards and carpet with disinfectant solution after carpet has been vacuumed.

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|   |                                 |
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| <b>SUBJECT: CLEANING ISOLATION PATIENT ROOM-<br/>DISCHARGE / TRANSFER</b> | <b>POLICY#: III-012 (cont.)</b> |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                                 | <b>PAGE: 2 of 2</b>             |
| <b>EFFECTIVE: August 2008                      Supersedes: April 2011</b> | <b>Reviewed: March 2018</b>     |

- Remove wet floor signs after the floor has dried completely.
  
- When leaving an isolation room, remove the personal protective equipment and dispose of in the trash liner. Do not remove gloves at entrance of the room. Wash all supplies and equipment with hospital approved disinfectant solution. Place the mop head and linen in a bag. Pour out dirty solution in the bucket. Then remove gloved and place in trash liner. Tie off trash bag. Label all trash from this room as bio-hazardous and dispose as per procedure.
  
- Wash hands upon completion of cleaning.

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| <b>SUBJECT: RESTROOM CLEANING</b>         | <b>POLICY #: III - 013</b>  |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b> | <b>PAGE: 1 of 3</b>         |
| <b>EFFECTIVE: August 2008</b>             | <b>Supersedes: April</b>    |
|   | <b>Reviewed: March 2018</b> |

**EQUIPMENT:**

- Bowl cleaner
- Bottle of premixed approved cleaning agent (chemical or disinfectant depending on area)
- Bowl mop
- Brush
- Cleaning cloths
- Extended-reach grips
- Glass cleaner
- Gloves
- Nonabrasive cleaner
- **Goggles** (if splashing is anticipated)
- Sponge
- Squeegees
- Wet Floor sign

**PROCEDURE:**

- Knock on the door before entering the restroom and identify yourself as Environmental Services.
- Place a wet floor sign at entrance of the restroom.
- Put on gloves. Wear goggles if splashing is anticipated.
- Wear latex rubber gloves at all times while cleaning sinks, toilets, trash cans. Do not put your hands in any cleaning solutions.
- Empty trash containers and reline with plastic bags.
- Dust ceiling, lights, ledges and vents.
- Wipe the light over the sink with hospital-approved disinfectant solution.
- Clean the mirror with glass cleaner.
- Clean and refill all dispensers.

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| <b>SUBJECT: RESTROOM CLEANING</b>         | <b>POLICY#: III - 013 (can't)</b> |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b> | <b>PAGE: 2 of 3</b>               |
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- ***Sink:***
  - Wipe with a clean cloth that has been dampened with hospital-approved disinfectant solution. Be sure to clean the faucets, surface surrounding the sink and all metal handles. Dry all metal fixtures to avoid spotting.
  - Wipe the plumbing fixtures with hospital-approved disinfectant solution.
  - Clean the sink with nonabrasive cleaner and scrub with sponge to remove stains. Rinse with water and dry with a clean cloth.
  
- ***Commodes and Urinals***
  - Flush the commode or urinal.
  - Clean with hospital-approved disinfectant cleaning solution on the interior of the Fixture. Clean the inside of the commode or urinal with the bowl mop. Be sure to Clean the underside of the rim.
  - Dampen a clean cloth with hospital-approved disinfectant solution and wipe the outside surface of the commode or urinal.
  - The commode / urinal will be cleaned with an acid bowl cleaner on a weekly basis. Squeeze the acid bowl cleaner onto the bowl mop and clean under the rim, and then the rest of the bowl. Flush the commode/ urinal immediately.
  - Dry the exterior.



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| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b> | <b>PAGE: 3 of 3</b>               |
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- ***Showers and Tubs:***
  - Clean with hospital-approved disinfectant solution on all surfaces including the shower door or curtain, tracks, walls, soap dish, faucets and shower head. Rinse completely.
  - Use a brush to remove soap scum, if necessary, and rinse. Follow manufacturer's recommendations if the shower is fiberglass.
  - Completely dry all surfaces to prevent slips and falls.
  - Wipe handles with hospital-approved disinfectant solution and dry with a cloth to prevent spotting.
  - Replace the shower curtain if it is soiled. Place the dirty curtain in a bag according to hospital policy and give to the Laundry for cleaning.
- ***Floors***
  - Damp mop floors, wipe down baseboards and corners, according to established procedure. Remove the caution sign when the floor is completely dry.

**Notify Facilities Management Department if any equipment needs to be repaired.**

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| <b>SUBJECT: CLEANING STAIRWELLS</b>                       | <b>POLICY#: III - 014</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                 | <b>PAGE: 1 of 1</b>         |
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**POLICY:**

Stairwells will be cleaned on a weekly basis.

**PROCEDURE:**

- This procedure will be followed when cleaning the stairwells:
  - Place wet floor signs at each stairwell door.
  - Dust all fixtures, pipes, fire hose boxes, etc.
  - Spot clean walls and doors.
  - Clean glass with a glass cleaner.
  - Begin at the top landing and work your way down, damp mopping or vacuuming depending on the surface type.
  - If damp mopping, mop one side of the stairwell, allow to dry and then mop the other side using a hospital-approved cleaner.
  - If vacuuming, keep cord along the railing to prevent tripping.
  - After floor has dried, remove wet floor signs.

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| <b>SUBJECT: CLEANING THE SURGERY DEPARTMENT</b>           | <b>POLICY#: III - 015</b>          |
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**POLICY:**

- The Environmental Services Department personnel will clean the Surgery Department daily.
- Emergency response services are available 24 hours per day.

**EQUIPMENT:**

All equipment and supplies used in the Surgery Department will not be used anywhere else in the facility, including the cleaning cart, wet vac, buffer, mop heads, etc.

**PROCEDURE:**

- Environmental Services Department personnel must follow the Surgery Department dress code which includes scrubs, shoe covers, cap and mask.
- If Environmental Services Department personnel must leave the Surgery Department before cleaning has been completed, the employee must remove his/her shoe covers, cap and mask and put on a cover coat. Upon returning to the department, remove the cover coat and put on a clean cap, shoe covers and mask.
- **Daily Cleaning:**
  - Empty all waste containers. The waste containers will be wiped out with a hospital-approved disinfectant solution and bag liners replaced. Emptied waste will be deposited in the appropriate container; red waste bags will be placed in bio-hazardous waste receptacles and clear bags will be placed in regular waste receptacles.
  - Clean all scrub sinks with a hospital-approved disinfectant solution.
  - Clean locker rooms and lounges.
  - Refill dispensers and supplies as necessary.

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- **Between Case Cleaning:**

- Remove hazardous waste and soiled linen from the surgical suite. Clean and disinfect linen hampers and waste containers with a hospital-approved disinfectant solution.
- Clean and wash kick buckets and relines.
- Clean the operating room table, lights, counters and furniture with a hospital-approved disinfectant solution.
- Spot wash walls.
- Wet mop the floor with a hospital-approved disinfectant solution.

- **Nightly Cleaning:**

- Clean all scrub sinks and fixtures beneath the sinks with a hospital-approved disinfectant solution.
- Clean all offices, support areas, lounges, restrooms, and locker rooms.
- Replenish supplies as necessary.
- Continue between cases cleaning as necessary.
- Machine scrub three (3) rooms nightly, using the disinfectant solution so that all are scrubbed on a weekly basis.

- **Cycle Cleaning:**

- Cycle cleaning will be rotated so that the entire Surgery Department is covered in a week.
- Remove portable equipment from the surgical suite.

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- Wash all fixtures attached to the ceiling, walls, doors, door jambs, electrical outlets, rubber hoses, fixtures attached to the walls, the outside surface of cabinets and shelves with a hospital-approved disinfectant solution.
- Pour a hospital-approved disinfectant solution onto the entire floor surface and scrub mechanically. Remove solution with a wet vac.
- Scrub gross dirt from wheels on gurneys and wash with a hospital-approved disinfectant solution.
- Wash the ceiling in all other areas of the operating suite with a hospital-approved disinfectant solution.

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| <b>SUBJECT: CLEAN UTILITY ROOM CLEANING</b> | <b>POLICY#: III - 016</b>     |
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**PROCEDURE:**

- The following procedure will be followed when cleaning the Clean Utility Room:
  - Empty trash and place a new bag in waste container.
  - High dust.
  - Dust mop the floor.
  - Damp dust shelves with hospital-approved disinfectant solution.
  - Place wet floor signs and mop floors with hospital-approved disinfectant solution daily.

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| <b>SUBJECT: CLEANING BLINDS</b>                             | <b>POLICY#: III - 017</b>   |
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**EQUIPMENT:**

- Bucket with water and hospital-approved cleaning solution (chemical or disinfectant depending on area)
- Caution sign
- Cleaning cloth, lint free
- Step ladder

**PROCEDURE:**

- Vertical Blinds:
  - Open the blinds.
  - Post the caution sign and set up the step ladder. Ensure that the ladder is on a level surface and that it is locked open before climbing on it.
  - Begin at the top of the blinds, place cleaning cloth in cleaning solution, fold the cleaning cloth around the slat of the blind and wipe down as far as possible. Repeat as necessary to remove all the dirt. Repeat on all slats.
  - Step down from the ladder and repeat the above procedure on the bottom half of the slats.
  - Clean the window sill with a damp cloth and dry.
  - Return the draperies or blinds to their original position.
- Horizontal Blinds:
  - Open the blinds.
  - Post the caution sign and set up the step ladder. Ensure that the ladder is on a level surface and that it is locked open before climbing on it.

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| <b>SUBJECT: CLEANING BLINDS</b>           | <b>POLICY#: III-017 (cont.)</b> |
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- Begin at the top of the blinds, place cleaning cloth in cleaning solution, fold the cleaning cloth around the slat of the blind and wipe down as far as possible. Repeat as necessary to remove all the dirt. Repeat on all slats.
  
- Step down from the ladder and repeat the above procedure on the bottom half of the slats.
  
- If you are unable to reach the entire width of the blinds, step down from the ladder and move it over and repeat the previous two (2) steps until the entire blind has been cleaned.
  
- Clean the window sill with a damp cloth and dry.
  
- Return the draperies or blinds to their original position.



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| <b>SUBJECT: CARPET CLEANING</b>           | <b>POLICY#: III - 018</b>     |
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**EQUIPMENT:**

- Bucket and brush
- Carpet extraction machine
- Carpet shampoo and spot remover
- Cleaning cloths
- Fan dryers
- Rope
- Vacuum cleaner and attachments
- Wet floor signs

**PROCEDURE:**

- Prepare equipment following manufacturer's instructions.
- Post wet floor signs and rope off area to traffic.
- Move furniture as necessary.
- Pre-treat all spots and stains with spot remover.
- Clean the wheels on the machine and damp wipe the bottom of your shoes prior to cleaning the carpet.
- Avoid over-wetting the carpet. Distribute the shampoo evenly, making parallel sweeps, or pull the wand toward you, overlap by 50% until the area has been completely covered. Repeat the process in the next section.
- To reduce drying time, place the fans so they blow across the floor. Avoid foot traffic on the carpet until it is completely dry.
- If furniture must be moved back before carpet is completely dry, place plastic squares under the feet of furniture to prevent stains on the carpet and to protect the furniture.

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| <b>SUBJECT: DAMPDUSTING</b>                               | <b>POLICY#: III - 019</b>   |
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**EQUIPMENT:**

- All purposes cleaner or hospital-approved disinfectant solution (depending on area)
- Bucket and water
- Cloths

**PROCEDURE:**

- Fold cloth into multiple squares.
- Wet cloth in water or disinfectant solution and squeeze out excess moisture.
- Begin dusting at the doorway and work way around the room. Always start at the top of an item and work down.
- Wipe the surface with a clean dry cloth immediately.
- Do not shake dust cloth out. When the cloth becomes dirty, refold the cloth to a new clean area and begin dusting again.

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| <b>SUBJECT: CLEANING DOORS AND DOOR JAMBS</b>               | <b>POLICY#: III - 020</b>   |
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**EQUIPMENT:**

- Bucket containing water and hospital-approved cleaning solution or disinfectant solution (depending on area to be cleaned)
- Caution signs
- Cleaning cloths
- Gloves
- Step ladder (if needed)
- Vacuum cleaner and attachments

**PROCEDURE:**

- Place caution signs.
- Put on gloves.
- Set up the step ladder. Ensure that the ladder is on a level surface and that it is locked open before climbing on it.
- Wet a cleaning cloth in the cleaning/disinfectant solution and wring it out. Wipe all surfaces of the door including the door jamb, starting at the top and working down to the floor. If the door is wooden, wipe with the grain of the wood to prevent smearing.
- Rinse cloth frequently, and change cloth and water when they become heavily soiled.

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| <b>SUBJECT: DUST MOPPING</b>              | <b>POLICY#: III - 021</b>     |
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**EQUIPMENT:**

- Correct size treated dust mop (treated at least 24 hours before use)
- Counter brush and dust pan
- Dust mop handle
- Frame
- Putty knife

**PROCEDURE:**

- In corridors, start at one end of the corridor and move to the other end. Do not lift the mop off the floor, change direction by using the swivel motion of the frame.
- In rooms, start at the farthest corner of the room and move toward the doorway.
- Be sure to go over the entire floor. Move equipment and other objects to dust beneath them and then replace them in their place. Do not forget to dust behind doors and in corners.
- Use the putty knife to remove any gum or other sticky objects from the floor.
- Once the area has been completely mopped, sweep the accumulated dirt into the dust pan with the small brush. Place in the appropriate trash container. Do not leave dirt and debris piled up in a corner to be picked up later.
- Replace the dust mop head after cleaning an isolation room, the bathroom or whenever it becomes soiled.

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| <b>SUBJECT: FLOOR FINISHING</b>                             | <b>POLICY#: III - 022</b>   |
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**EQUIPMENT:**

- Clean mops with no soap or chemical residue
- Floor finish (appropriate for type of floor)
- Gloves
- Goggles
- Mop bucket with wringer
- Wet floor signs

**PROCEDURE:**

- Move all furniture and equipment from area.
- Place wet floor signs.
- The floor must be completely free of dirt and must be dry. The floor may need to be dust mopped and wet mopped prior to applying the finish.
- Put on gloves and goggles.
- Pour the finish into the bucket. Dip the mop into finish and wring until there are only a few drops of finish dripping from the mop.
- Begin at the side of the room away farthest from the door and six (6) inches from the baseboards. Apply the finish to the floor in a very thin coat using a figure-eight motion.
- Drying time between coats is a minimum of 60 minutes.
- Apply a second coat as described above, except start at the baseboard with the second coat. If necessary, a third coat may be applied.
- Finish splashes onto baseboards, walls, door frames, etc., remove immediately.

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| <b>SUBJECT: FLOORSEALING</b>              | <b>POLICY#: III - 023</b>     |
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**EQUIPMENT:**

- Clean mops with no soap or chemical residue
- Gloves
- Goggles
- Mop bucket with wringer
- Sealer (appropriate for type of floor)
- Wet floor signs

**PROCEDURE**

- Move all furniture and equipment from area.
- Place wet floor signs.
- The floor must be completely free of dirt and must be dry. The floor may need to be dust mopped and wet mopped prior to applying the sealer.
- Put on gloves and goggles.
- Pour the sealer into the bucket. Dip the mop into sealer and wring until there are only a few drops of sealer dripping from the mop.
- Begin at the side of the room away farthest from the door and six (6) inches from the baseboards. Apply the sealer to the floor in a very thin coat using a figure-eight motion.
- Drying time between coats is a minimum of 30 minutes.
- Apply a second coat as described above, except start at the baseboard with the second coat. If necessary, additional coats may be applied until the floor has a smooth gloss.

If sealer splashes onto baseboards, walls, door frames, etc., remove immediately.

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| <b>SUBJECT: FURNITURE CLEANING</b>                        | <b>POLICY#: III-024</b>     |
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**FABRIC UPHOLSTERED FURNITURE:**

- **Equipment:**
  - Cleaning clothes, lint free.
  - Upholstery cleaner and stain remover
  - Upholstery cleaning equipment.
  - Vacuum cleaner and attachments.
  - Wet chair sign.
  
- **Procedure:**
  - Vacuum all surfaces and crevices of furniture thoroughly.
  - Post caution sign.
  - Pre-treat all stains or heavily soiled areas with stain remover or cleaner recommended by the manufacturer.
  - Shampoo the upholstery according to manufacturers' recommendations.
  - Once the upholstery is completely dry, vacuum the furniture again.
  - Return furniture to its original place
  - All items must be removed by the person that uses that desk prior to EVS clearing the desk.

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| <b>SUBJECT: FURNITURE CLEANING</b>        | <b>POLICY#: III- 024 (cont.)</b> |
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**VINYL FURNITURE:**

- **Equipment:**
  - Bucket with clean rinse water.
  - Bucket with water and approved cleaning agent (chemical or disinfectant depending on area)
  - Cleaning clothes, lint free.
  - Vacuum cleaner and attachments.
- **Procedure:**
  - Vacuum all surfaces and crevices of furniture thoroughly.
  - Place drop cloth under furniture.
  - Clean the entire surface of the furniture with a cloth dampened in the cleaning solution using up-an-down and side-to-side strokes which will loosen the dirt.
  - Wipe down the furniture with a second cloth dampened in the cleaning solution to remove the loosened dirt.
  - With a third cloth dampened in clear water, rinse the furniture.
  - Dry the furniture with a dry cloth.
  - Return furniture to its original place.



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**LEATHER FURNITURE:**

- **Equipment:**
  - Bucket of clean water.
  - Cleaning clothes, lint free.
  - Saddle soap or other approved leather cleaning product.
  - Soft brush
  - Sponge
- **Procedure:**
  - For daily cleaning of leather furniture, wipe with a clean dry dusting cloth.
  - Use saddle soap or manufacturer-approved cleaning product to remove heavy soil.
  - Dampen the sponge in water and apply a light coat of saddle soap. Work a small area into a lather and immediately wipe clean with a dampened cloth. Be sure to remove all soap from the area and be sure it is dry before continuing on to another area.
  - Once the leather is completely dry, buff with a soft brush or cloth.
  - Return furniture to its original place.

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**WOOD FURNITURE:**

- **Equipment:**
  - Approved furniture polish or furniture oil.
  - Bucket with clean rinse water.
  - Bucket with water and approved cleaning agent (chemical or disinfectant depending on area).
  - Cleaning cloths, lint free
- **Procedure:**
  - For routine polishing or oiling:
    - Use and approved polish or oil. Pour a small amount on a clean cloth that has been folded into squares. Cover the entire wood surface using even Strokes, rubbing the polish/oil into the surface.
    - Allow the polish/oil to soak into the wood for a few minutes, then use a second clean cloth to buff the remaining polish/oil from the surface.
- **For cleaning or disinfection:**
  - Dampen a cloth in the approved cleaning solution and rub the wood surface to loosen the dirt. Be sure to cover the entire area with up-and-down and side-to-side strokes.
  - Take a second cloth dampened in approved cleaning solution to remove the loosened dirt.
  - Finally, rinse the furniture with a dampened cloth in clear water, then use a fourth cloth to dry the furniture.

***Return furniture to its original place:***

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| <b>SUBJECT: CLEANING GLASS AND PLEXIGLASS<br/>(PICTURES, MIRRORS)</b> | <b>POLICY#: III - 025</b>   |
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**EQUIPMENT:**

- Caution sign
- Cleaning cloth, lint free
- Glass or plexi-glass cleaner
- Step ladder

**PROCEDURE:**

- Post the caution sign and set up the step ladder. Ensure that the ladder is on a level surface and that it is locked open before climbing on it.
- Use the appropriate cleaner for the type of surface. Do not use glass cleaner on plexi-glass. Contact your supervisor if you are unclear about the type of surface to be cleaned. Spray the surface with the cleaner.
- Fold the cleaning cloth into squares and wipe the entire surface. Be sure to remove all dirt.
- Wipe the surface with a dry cloth to prevent spotting.

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| <b>SUBJECT: CLEANING LIGHT FIXTURES</b>                      | <b>POLICY #: III - 026</b>  |
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**EQUIPMENT:**

- Bucket containing water and hospital-approved cleaning solution or disinfectant solution (depending on area to be cleaned)
- Caution signs
- Cleaning cloths
- Gloves
- Goggles
- Step ladder

**PROCEDURE:**

- Turn off the light switch.
- Put on gloves and goggles.
- Post the caution sign and set up the step ladder under the light fixture to be cleaned. Ensure that the ladder is on a level surface and that it is locked open before climbing on it.
- Wet a cleaning cloth in the cleaning/disinfectant solution and wring it out. Have several clean dry cloths available.
- Remove all dirt from the outside of the light fixture with the damp cleaning cloth. Carefully dry the fixture with a clean dry cloth.
- Wipe the inside of the cover or shade and then dry carefully.
- Change the water, cleaning solution and cloths as often as necessary.
- Clean any spills prior to proceeding to the next light fixture.

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| <b>SUBJECT: CLEANING PAPER TOWEL DISPENSERS</b>            | <b>POLICY#: III - 027</b>   |
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**EQUIPMENT:**

- Bottle of premixed approved cleaning agent (chemical or disinfectant depending on area)
- Clean cloths
- Papertowels

**PROCEDURE:**

- Opendifenser.
- Remove the paper towels and wipe the inside of the dispenser out with hospital-approved disinfectant solution on a cloth.
- Refill the dispenser with paper towels. Do not overfill the dispenser.
- Close the dispenser securely. Ensure that dispenser is functioning properly.
- Wipe the outside of the dispenser with hospital-approved disinfectant solution on a cloth and drythoroughly.
- Notify the Engineering Department if a dispenser needs repair.

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| <b>SUBJECT: CLEANING SOAP DISPENSERS</b>                | <b>POLICY#: III - 028</b>   |
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**EQUIPMENT:**

- Bottle of premixed approved cleaning agent (chemical or disinfectant depending on area)
- Clean cloths
- Liquid soap

**PROCEDURE:**

- When soap dispensers are half empty, replace with a new bottle of the soap needed.
- Wipe the exterior of the soap dispenser with cloth and disinfectant solution. Wipe the dispenser dry with a clean cloth.
- Ensure the dispenser is working correctly. Notify the Engineering Department if it needs repair.

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| <b>SUBJECT: STAINLESS STEEL OR METAL CLEANING</b>  | <b>POLICY#: III - 029</b>   |
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**EQUIPMENT:**

- Approved polish for specific metal
- Bucket with clean water
- Bucket with water and approved cleaning agent (chemical or disinfectant depending on area)
- Cleaning cloths, lint free
- Gloves
- Wet floor signs

**PROCEDURE:**

- Place wet floor signs.
- Put on gloves.
- Dampen a clean cloth with approved cleaning agent and wipe all surfaces from top to bottom.
- Rinse with clean water and dry.
- Apply the polish to a clean, dry cloth and polish all surfaces.
- Hand buff with a second clean cloth, removing all residues.

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| <b>SUBJECT: VACUUMING</b>                                  | <b>POLICY#: III - 030</b>   |
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**EQUIPMENT:**

- Caution Signs
- Vacuum Cleaner

**PROCEDURE:**

- Check vacuum cleaner bag/container to be sure it is empty.
- Move any furniture in the way.
- Begin in the farthest corner and move toward the door. Use a push-pull motion and overlap passes to cover the entire floor.
- Be sure to vacuum under all items that can be moved.
- Replace moved furniture to its proper location.



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| <b>SUBJECT: VENT CLEANING</b>                                | <b>POLICY#: III - 031</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                    | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008      Supersedes: November 2010</b> | <b>Reviewed: March 2018</b> |

**EQUIPMENT:**

- Bucket containing water and hospital-approved cleaning solution or disinfectant solution (depending on area to be cleaned)
- Caution signs
- Cleaning cloths
- Gloves
- Goggles
- Step ladder
- Vacuum cleaner and attachments

**PROCEDURE:**

- Put on gloves and goggles.
- Post the caution sign and set up the step ladder under the vent to be cleaned. Ensure that the ladder is on a level surface and that it is locked open before climbing on it.
- If dust is excessive, use the vacuum cleaner first to remove the loose dust. If vent can be removed, vacuum the inside of the cover. Take the vent to a janitor's closet to be cleaned, especially if it requires soaking.
- If the vent cannot be removed, wet a cleaning cloth in the cleaning/disinfectant solution and wring it out. Have several clean dry cloths available.
- Wipe the outside with a damp cloth removing all the dirt. Carefully dry and replace the vent.
- Change the water, cleaning solution and cloths as often as necessary.

Clean any spills prior to proceeding to the next vent.

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| <b>SUBJECT: CLEANING WALLS AND CEILINGS</b>             | <b>POLICY#: III - 032</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>               | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008 Supersedes: November 2010</b> | <b>Reviewed: March 2018</b> |

**EQUIPMENT:**

- All purposes cleaner or hospital-approved disinfectant Solution (depending on area to be cleaned)
- Caution signs
- Clean cloths, lint free
- Double bucket with wringer
- Hospital-approved cream cleanser
- Drop cloth
- Step ladder
- Wall mop with handle

**PROCEDURE:**

- Fill the buckets with water and approved cleaner/disinfectant solution according to established procedure.
- Place caution signs.
- Move furniture and pictures away from walls if possible. Do not move equipment, etc., unless authorized to do so. Check with the supervisor for advice.
- Use drop cloths to cover the floor and to prevent furniture, equipment, etc., from being dropped upon.
- Set up the step ladder. Ensure that the ladder is on a level surface and that it is locked open before climbing on it.
- Spot clean heavily soiled areas and stains with approved cream cleanser. Be careful not to damage the paint or wall covering. Rinse and dry the area spot cleaned with a clean cloth.
- Wash all wall fixtures with cleaner/disinfectant solution and a cloth.
- Wet mop in cleaning/disinfectant solution and wring almost dry. Wipe the surface of the wall or smooth ceilings with the mop working toward the ceiling. Do not use on ceiling tiles.
- Change the mop head and cleaning water as often as it becomes dirty.
- Make sure area is clean, dry and free of spots and streaks.
- Return any furniture, etc., to its original place

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| <b>SUBJECT: CLEANING WASTE CONTAINERS</b>                    | <b>POLICY #: III - 033</b>  |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                    | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008      Supersedes: November 2010</b> | <b>Reviewed: March 2018</b> |

**EQUIPMENT:**

- Bucket with water and hospital-approved cleaning solution (chemical or disinfectant, depending on area)
- Cleaning cloths
- Gloves
- Scrub brush
- Wet floor signs

**PROCEDURE:**

- Place wet floor signs.
- Put on gloves.
- Remove the bag lining the waste container with both hands. Tie the top of the bag closed and dispose of in the proper receptacle.
- Wet the cleaning cloth in hospital-approved disinfectant solution and wipe the inside and outside, including the lid of the waste container. Scrub with a scrub brush if necessary.
- Place a bag liner in wastecontainer.

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| <b>SUBJECT: CLEANING WATER FOUNTAINS</b>                     | <b>POLICY #: III - 034</b>  |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                    | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008      Supersedes: November 2010</b> | <b>Reviewed: March 2018</b> |

**EQUIPMENT:**

- Cleaning cloths
- Gloves
- Plastic squirt bottle containing diluted hospital-approved disinfectant solution
- Stainless steel or metal polish
- Wet floor signs

**PROCEDURE:**

- Place wet floor signs.
- Put on gloves.
- Spray disinfectant solution on all surfaces, including the fountain head, jet guard, bowl, handle, etc., and wipe with a clean cloth.
- Turn on the fountain to flush the disinfectant solution from the fountain head.
- Apply the appropriate polish with a clean, dry cloth.
- Use a dry cloth to remove the excess polish and to buff surfaces.
- Wipe up any spills.
- If the fountain is not operating properly, notify the Facilities Management Department for repair.

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| <b>SUBJECT: WETMOPPING</b>                                   | <b>POLICY#: III - 035</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                    | <b>PAGE: 1 of 2</b>         |
| <b>EFFECTIVE: August 2008      Supersedes: November 2010</b> | <b>Reviewed: March 2018</b> |

**EQUIPMENT:**

- All purposed cleaner or hospital-approved disinfectant solution (depending on area to be cleaned)
- Double bucket with wringer
- Putty knife
- Wet floor signs
- Wet mop head and handle

**PROCEDURE:**

- Dust mop the entire area prior to wet mopping.
- Mix the hospital-approved disinfectant solution or all purposed cleaner according to manufacturer's specifications. Remember to wear gloves, goggles and masks when mixing or using chemicals that may splash.
- Always place wet floor signs at each end of the area being mopped. Do not mop without these caution signs. If there are no signs available, contact your supervisor immediately.
- Move equipment, furniture and carts out the way.
- Check the floor for gum or other sticky objects and remove them with the putty knife.
- Place the mop in the first bucket of water and wring it out. Be careful to leave the mop wet enough to allow the disinfectant solution to work on the floor for the recommended amount of time, but do not over-wet the floor.
- Clean around the baseboards first with the mop, being sure to clean the corners. Make overlapping strokes on the open areas of the floor. Turn the mop head over frequently, every five to six (5-6) strokes, or sooner if needed.

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| <b>SUBJECT: WET MOPPING</b>                                  | <b>POLICY#: III - 035 (con't)</b> |
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- After mopping about 100 square feet, return the mop to the second bucket and rinse the mop. Move the mop around in the bucket to remove dirt and debris and then wring the mop as dry as possible.
  
- Re-mop the area to absorb as much water as possible. Place the mop back into the first bucket and wring again into the dirty bucket. Begin mopping another area.
  
- Do not use the same mop head for more than four (4) patient rooms. If the mop head is heavily soiled, change it more frequently. Change the mop water after mopping 2 to 3 rooms or as needed.
  
- After the floor has dried, check for streaks or areas that have been missed and re-mop as necessary.
  
- Remove the wet floor signs after the floor has completely dried.

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| <b>SUBJECT: WINDOWCLEANING</b>                          | <b>POLICY#: III –036</b>    |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>               | <b>PAGE: 1 of 2</b>         |
| <b>EFFECTIVE: August 2008 Supersedes: November 2010</b> | <b>Reviewed: March 2018</b> |

**EQUIPMENT:**

- Bucket with water and hospital approved cleaning agent (chemical or disinfectant depending on area)
- Caution sign
- Cleaning cloth, lint free
- Glass cleaner
- Step ladder
- Window squeegee, mop or brush (for exterior windows)

**PROCEDURE:**

- Interior Windows:
  - Move furniture from under the window. Do not move equipment without checking with the supervisor first. Place a drop cloth under the window.
  - Open draperies or blinds.
  - Post the caution sign and set up the step ladder. Ensure that the ladder is on a level surface and that it is locked open, before climbing on it.
  - Wash the window frame with a damp cloth and pat dry.
  - Spray the window liberally with glass cleaner. Use a lint free, clean cloth to clean the window. Begin at the top of the window and work toward the bottom. Repeat as necessary.
  - Clean the window sill with a damp cloth and dry.
  - Return the draperies or blinds to their original position

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| <b>SUBJECT: WINDOW CLEANING</b>                              | <b>POLICY#: III- 036 (con't)</b> |
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- Exterior Windows:
  - o Place a drop cloth over plants, to prevent damage by the cleaning chemicals.
  - o Post the caution sign and set up the step ladder. Ensure that the ladder is on a level surface and that is locked open before climbing on it.
  - o Wash the window frame with a damp cloth and dry.
  - o Dip the squeegee into the cleaning solution and wash the window from top to bottom in one continuous stroke, Overlap the stroke, until the entire window has been cleaned. Wipe the blade dry between each stroke. When using a glass cleaner to wash exterior windows, follow the instructions
  - o Above, under interior windows.
  - o Wipe the edges of the window with a clean, dry cloth to remove water streaks.
  - o Clean the window sill with a damp cloth and dry.



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| <b>SUBJECT: CHANGING/CLEANING OF<br/>PRIVACY CURTAINS</b>    | <b>POLICY#: III - 037</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                    | <b>PAGE: 1 of 2</b>         |
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**POLICY:**

Patient privacy curtains should be free of wrinkles, spots, stains and dust. There should be no visible damage such as frayed edges, tears or holes in the fabric.

Privacy curtains are to be changed as follows:

- **Unit rooms without patients:** The curtains are removed and sent to the laundry. Then the curtains are replaced back in the rooms
- **Unit rooms with patients:** The custodian will change the curtains when they see any stain on the curtains, also replace the curtains every 15 days after it has been hung.
- **Clinic areas:** The curtains will be replaced when they are soiled, as well as the 30 day rotation on each curtain change in the non -patient area.
- **Isolation rooms:** when (1) patient is in a room that holds 2 or more patients, all the other curtains will be removed.
- **Isolation room:** All curtains are removed and laundry when the room has a discharge.
- **Isolation rooms:** Curtains are replaced every 20 days on our day to day operation. If soiled or torn, they are replaced as soon as possible.

**PROCEDURE:**

- Notify Nursing and patient when privacy curtains are going to be changed.
- Wear personal protective equipment (latex gloves) proper to removing privacy curtains.
- Place a ladder safely to one side of soiled privacy curtain. Remove curtain from hooks.
- Drape curtain over on arm so both hands are free to climb ladder and remove the hooks.
- Place soiled privacy curtain immediately into soiled linen hamper.
- Safely remove soiled gloves and place in appropriate waste container.

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- Wash hands thoroughly and dry prior to hanging a clean privacy curtain.
- 
- Replace/hang clean privacy curtain over arm leaving both hands free to feed hooks into the eyelets of the privacy curtain.
- Safely remove ladder from the patient room immediately after privacy curtains are hung.
- 
- Go to the EVS Privacy Curtain Change Log in the Caregiver station and write the date, room, bed number and your name each time a privacy curtain is changed (Attachment I).

**EQUIPMENT AND SUPPLIES REQUESTED**

Pair of latex gloves  
Ladder (6' - 7')  
Re-closable hooks  
Curtains



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| <b>SUBJECT:</b> <b>CLEANING FLOOR DRAINS</b>                   | <b>POLICY#:</b> III - 038   |
| <b>DEPARTMENT:</b> <b>ENVIRONMENTAL SERVICES</b>               | <b>PAGE:</b> 1 of 1         |
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**POLICY STANDARD:**

All floor drains in patient units and custodian closets should be free of offensive odors, dirt and debris.

**PROCEDURE:**

Remove anything that may be restricting the flow of water. Scrub the floor drain with a brushes and disinfectant solution. Mix 1/2 ounce of into 3/4 bucket of warm water. Take a bucket of water and disinfectant solution mixed and our down the drain if it is not in use daily.

Equipment Needed

- Bucket
- Cloth/Rags
- Scrub Brush
- Disinfectant

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| <b>SUBJECT: CLEANING TELEPHONES</b>                     | <b>POLICY#: ID - 039</b>    |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>               | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008 Supersedes: November 2010</b> | <b>Reviewed: March 2018</b> |

**POLICY:**

All public used and patient telephones should be free of dust, marks and film.

**PROCEDURE:**

This procedure should be followed each time a patient room is being cleaned. This is especially necessary when cleaning an isolation room.

Dip cloth into warm water with disinfectant solution and wring out. Damp dust the telephone handle and speakers.

**Equipment needed:**

Disinfectant solution  
Cloth/Rags

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| <b>SUBJECT: PATIENT TELEVISIONS</b>                        | <b>POLICY#: III - 040</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                  | <b>PAGE: 1 of 1</b>         |
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**POLICY:**

The cabinet and television screen and top should be free of dust, spots, film.

**PROCEDURE:**

Dip cloth into warm water with disinfectant solution and wring out. Damp dust the cabinet and dry the surface with a dry cloth. Damp dust the television making sure the cloth is not soaked in water/solution as that can be a safety hazard. Dry television/screen.

Equipment Needed

Disinfectant Solution

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| <b>SUBJECT: DAILY TRASH PICK-UP</b>                     | <b>POLICY#: III -041</b>    |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>               | <b>PAGE: 1 of 1</b>         |
| <b>EFFECTIVE: August 2008 Supersedes: November 2010</b> | <b>Reviewed: March 2018</b> |

**POLICY:**

To maintain a clean and sanitary environment for all patients, visitors, and employees of Rancho Los Amigos National Rehabilitation Center.

**PROCEDURE:**

**Day Shift**

Trash must be picked up daily at a minimum of three times a day and/or as needed in patient care areas. All other areas such as offices, should be picked up twice a day.

- At the beginning of the shift
- After lunch period
- Approximately thirty (30) minutes prior to the end of the shift.

**Evening Shift**

Trash must be picked up in all patient care areas/units daily at a minimum of two (2) times a day and/or as needed.

- At the beginning of the shift
- Approximately thirty (30) minutes prior to the end of the shift

**Red-bag/hazardous trash must be picked up separately**

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| <b>SUBJECT: MOP BUCKETS</b>                             | <b>POLICY#: III - 042</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>               | <b>PAGE: 1 of 1</b>         |
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**POLICY:**

Environmental Services Mop Buckets should be free of dirt, residue, standing water.

**PROCEDURE:**

All mope buckets should be washed inside and outside with 1/2 ounce of disinfectant, warm water and an abrasive pad. Buckets should then be rinsed and dried with a dry cloth/rag. This should be done daily at the end of the custodian shift. No water should be left in the mop bucket overnight.

Equipment Needed

Disinfectant Solution

Abrasive Pad

Rags



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| <b>SUBJECT: WASHER/DRYER POLICY - JPI</b>               | <b>POLICY#: III - 043</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>               | <b>PAGE: 1 of 1</b>         |
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**POLICY:**

Washers and dryers are available in patient areas for use by patients only to wash their personal items. At no time are washers or dryers used for hospital linen.

Environmental Services will maintain the cleanliness of the machines. The outside and inner surface of all washers and dryers will be cleaned at least weekly.

**PROCEDURE:**

Remove all lint, debris from washers and dryers. Use a damp cloth with warm water and Hospital approved disinfectant solution. Use the solution control mixer fill the bucket with warm water. Dampen cloth/rag and wipe down the inside and outside of the washers and dryers. Dry with a dry cloth.

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| <b>SUBJECT: CLEANING SCHEDULE- DAILY OR AS NEEDED</b>        | <b>POLICY#: III - 044</b>   |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                    | <b>PAGE: 1 of 1</b>         |
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| <b>DAILY OR AS NEEDED</b> |
|---------------------------|

- **MONDAY**            Clean all stainless steel plates, cabinets, door plates etc.
- **TUESDAY**            Keep ledges and door frames, free of dust in your assigned areas.
- **WEDNESDAY**            Clean stainless steel kick plates, and polish chrome
- **THURSDAY**            Spot-all walls. Clean vents.
- **FRIDAY**                Wash tile walls in bathroom, showers and utility rooms. Use Wexcide according to label on container.
- **SATURDAY**            Finish any weekly work that has not been completed.
- **SUNDAY**                Clean hallways, waste containers

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| <b>SUBJECT: CLEANING PATIENT BEDS</b>                      | <b>POLICY #: III - 045</b>  |
| <b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>                  | <b>PAGE: 1 of 2</b>         |
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**PURPOSE:**

All patient rooms will be cleaned when a patient has been discharged or transferred. The patient care unit will notify the Environmental Service Department when the patient has left the Unit. The Environmental Service department will clean the room as soon as possible and schedule the team to clean the bed and equipment.

Bed cleaning and patient bedside equipment is the responsibility of the Environmental Services section for Facilities Management. They work directly under the direction of the EVS Supervisor based on the needs of the Hospital. The primary focus of this position is assist in maintaining a clean environment, including the cleaning of patient related equipment, making beds, cleaning beds and other EVS duties as assigned by Supervisor.

**PROCEDURE:**

- Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solutions in all isolation rooms and bag liners replaced. Emptied waste will be deposited in the appropriate container; red waste bags will be placed in bio-hazardous waste receptacles and clear bags will be placed in regular waste receptacles.
- Close and discard sharps containers when they are three-quarters (3/4) full. Sharps containers are considered bio-hazard waste and will be disposed of as such.
- Wipe down over-bed tables, bedside tables, telephone, chairs, stools, head board or cabinets and the entire bed frame and mattress with a hospital approved disinfectant solutions.
- Strip the bed of linen by rolling toward the center of the bed. Hold linens away from the body. Place linens in the soiled linen container. Damp wipe the bed frame, both sides of the mattress, pillows and bed control with disinfectant solutions. Use clean linens to remake the bed.
- Dust mop floor as per procedure (depending on floor covering) under bed.
- Communicate with Facilities when bed is cleaned and ready for occupancy.
- Clean patient equipment using appropriate cleaning solutions example of equipment but not limited.

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**PROCEDURE: (Cont.)**

- Surgery Beds
- Discharge Beds
- Bedside Units
- Patient Occupied Beds
- Staff Refrigerators
- Chart Rack Holders
- Blood Pressure Machines
- Weight Scales
- Commode Chairs
- Maintains equipment used in the course of Duties
- Perform custodial duties to maintain a clean Environment for patients, staff and visitors
- Suction Equipment
- I.V. Poles
- Feeding Pumps
- Gurneys
- Wheelchairs
- Walkers
- Mechanical/Surgical Lifts
- Crash Carts
- Make beds as assigned
- Keeps communications between Environmental Service supervision on a daily basis.
- Work quietly and observe all rules and Regulations of the Department.