

Remember the Cleaning Basics

There are three basic rules when cleaning a room or an area.

- 1 Work from the highest point in the room to the lowest point in the room.
- 2 Work from the outside walls of the room to the center of the room.
- 3 Work from the cleanest surfaces in the room to the dirtiest surfaces in the room.

Table of Contents



1. Bed/Stretcher/Exam Table
2. Blood and Body Fluid Spills
3. Cleaning/Disinfection Solution Mixing
4. Commode/Bedpan/Urinal
5. Damp Mopping
6. Damp Wiping
7. Dry Mopping
8. Exam/ Patient Room: Routine and Discharge
9. Exam/ Patient Room with Precautions: Routine and Discharge
10. Floor Equipment: Use, Care and Maintenance
11. Garbage and Biomedical Waste
12. Kitchen (Staff)
13. Laundry
14. Office
15. Sharps
16. Toys
17. Tub/Shower
18. Waiting Room
19. Washroom
20. Wheelchair
21. Xray Room

Bed/Stretcher/Exam Table



PURPOSE:

To provide a clean stretcher, bed, and exam table for patients

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask
- Prepared Cleaner/Disinfectant solution in cleaning bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



Cleaning Frequencies

- Beds: Clean weekly; if visibly dirty and between each client.
- Stretchers: Clean daily and if visibly dirty.
- Exam tables: Clean daily and if visibly dirty.

3



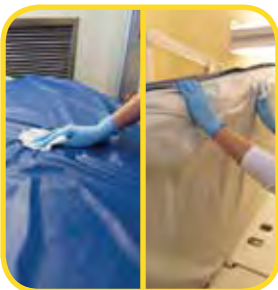
- Use your foot to lock or unlock the wheels in order to move or steady bed/stretcher for cleaning purposes.
- Always lock wheels after bed/stretcher is in correct position.

4



- Raise bed/stretcher to a comfortable working level using the raising and lowering mechanism (crank/foot pedal or electric switch).
- Lower the side rails for easier access for cleaning.

5



Mattress Cleaning for Bed or Stretcher

- Wipe the top and sides of the mattress using the cleaning cloths.
- Lift the mattress and wipe the bottom surface.
- Remove the mattress (if possible) from the bed/stretcher and let air dry.



6



Frame Cleaning for Bed or Stretcher

- Raise the head of bed or stretcher and wipe the entire frame thoroughly including top, sides, and underneath.
- Repeat this step with the foot of the bed.
- Wipe front, back and sides of head board and foot board on the bed.
- Wipe all surfaces of hand/side rails.

7



Exam Table

- Raise the head of the exam table (if possible) and wipe all surfaces.
- Raise the foot of the exam table (if possible) and wipe all surfaces.
- Wipe high touch areas such as handles and stirrups.
- Check the inside of the exam table drawers/cupboards in order to clean the surfaces where blood and/or body fluids may have spilled.

8



Pillows

- Wipe all surfaces of pillows and allow to air dry.



9



- Remove gloves and put in garbage.
- Do hand hygiene.

10



Finishing Up

- Following your facility's protocol, make up the bed/stretcher/exam table:
 - Put paper cover on exam table
 - Put bedding on bed/stretcher
 - Put covers on pillows.
- Reposition bed/stretcher and lock wheels.
- Report any broken/damaged items to supervisor.



Blood and Body Fluid Spills



PURPOSE:

To protect staff, patients and visitors from the spread of infection from blood and body fluid spills

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
 - Heavy duty or utility gloves
- Prepared Cleaner/Disinfectant solution in cleaning bucket and mop bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Mop and wringer
- Disinfectant wipes
- Paper towels
- Wet floor sign



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Check the area around spill for splashes to determine the area and items needing to be cleaned.
- Set up a wet floor sign.

3



- Limit the spread of the spill by using paper towels to absorb the spill, then safely put the paper towels in a regular plastic garbage bag.
- If the paper towels are dripping wet with blood or body fluids then “double bag” the garbage bags.

4



WALLS/EQUIPMENT and SMALL CARPETED AREAS

- Check the walls and equipment around the spill area for any splashes of blood or body fluids.
- Clean as soon as possible to reduce staining on carpets and other surfaces.
- Wipe these surfaces with Cleaner/ Disinfectant solution using cleaning cloths.
- Allow the cleaned surfaces to air dry.



- The solution bucket needs to be cleaned before use in another area:
 - Empty the bucket into the toilet or designated sink/floor drain and rinse well with water
 - Wipe the inside and outside of the emptied bucket with disinfectant wipes
 - Put used wipes into garbage.
- If continuing to clean other items, refill the cleaning bucket with fresh Cleaner/Disinfectant solution.

5



FLOORS including LARGE CARPETED AREAS:

- Damp mop the entire spill area with the Cleaner/Disinfectant solution from the mop bucket.
- The mop should be damp but not dripping wet when cleaning blood or body fluid spills.
- Allow the Cleaner/Disinfectant solution to air dry.
- Remove the wet floor sign when floor is dry.

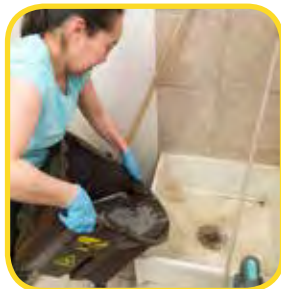
6



Remember, before leaving the area of spill cleanup:

- Remove gloves and used Personal Protective Equipment and put them into garbage can.
- Do hand hygiene.
- Put on a clean pair of gloves before you start the next task.

7



- Change mop head and solution before cleaning next area:
 - Remove the mop head and place it in the bucket for mop heads for laundering later
 - Empty the solution into the toilet or designated sink/floor drain and rinse well with water.
- Clean the bucket.



8



Finishing Up: Carpets

- Notify your supervisor to arrange for the carpet to be cleaned with an industrial carpet cleaner as soon as possible.
- This may also be a good time to remove the carpet permanently from the area.
- Carpeting is discouraged for areas in a health facility where spills of blood or other body fluids may be anticipated.



Cleaning/Disinfection Solution Mixing



PURPOSE:

To safely prepare cleaning solution using the correct concentration for damp wiping & damp mopping purposes

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
- Cleaner/Disinfectant solution
- Measuring cup
- Cleaning bucket
- Mop bucket



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- When using a Cleaner/Disinfectant concentrated solution, KNOW the mixing instructions for the product:
 - Too much solution may be dangerous to use!
 - Too little solution may not do the disinfectant job well!

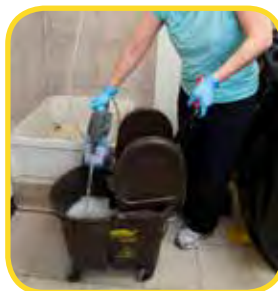
3



If measuring out a solution from a concentrated product:

- Fill the cleaning bucket to the measuring line inside the bucket (usually 8 litres) with warm water.
- Measure the Cleaner/Disinfectant into a measuring cup in the right amount for the cleaning bucket.
- Carefully add the measured Cleaner/Disinfectant into the water in the cleaning bucket.

4



If using an automatic mixing solution dispenser attached to the water tap:

- Place bucket or cleaning container on a firm surface (floor or bottom of laundry tub) before filling—do not hold in the air while filling as splashing may occur.
- Check the hose to see that it is securely attached before turning on water.



5



Change Cleaner/Disinfectant solution after:

- Cleaning 4 rooms or areas.
- Cleaning any of the following areas:
 - Emergency Room
 - Utility Room
 - Reprocessing Area
 - Dental Room.
- Cleaning up blood and body fluids such as vomit or feces.
- When the solution looks cloudy, dirty or smells.

6



Contact time is important to kill germs when using Cleaner/Disinfectant:

- The cleaned surface needs to air dry.
- Let the surface being cleaned remain wet for at least 5 minutes—KNOW the drying time needed for the cleaning product you are using.
- Do Not wipe surfaces dry after mopping or wiping with Cleaner/Disinfectant.

7



- Remove gloves and put in garbage after you have finished mixing solution.
- Do hand hygiene.



Commode/Bedpan/Urinal



PURPOSE:

To provide a clean & disinfected commode/bedpan/urinal

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
- Prepared Cleaner/Disinfectant solution in cleaning bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Disinfectant wipes
- Laundry tub



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

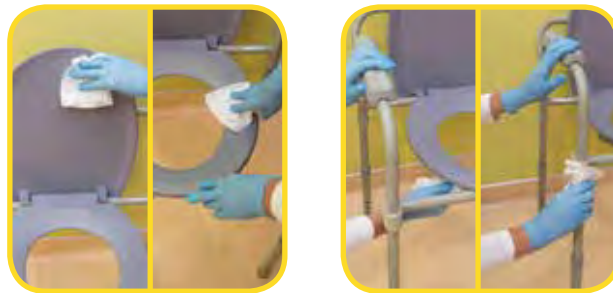
2



Commode

- Usually commodes are emptied by health care staff.
- If a bedpan is present, remove bedpan.
- Take commode to designated cleaning area.

3



- Damp wipe ALL surfaces of the commode chair starting with arms, legs, back, and seat with the Cleaner/Disinfectant and allow to air dry.
- Shine chrome on commode chair.
- Replace bedpan with a clean one.

4



- After cleaning the commode, empty cleaning solution and rinse the bucket.
- Thoroughly wipe the outside and inside of the empty solution bucket.



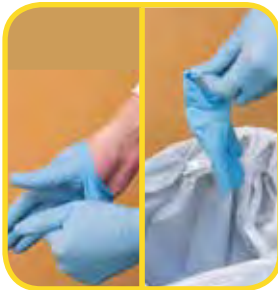
5



Urinal/bedpan

- Put bedpan/urinal in laundry tub filled with enough Cleaner/Disinfectant so that bedpan/urinal is totally covered with solution.
- Clean all surfaces with cleaning cloth.
- Rinse well with clean water.
- Air dry or dry with clean cleaning cloth or paper towels.
- If using a machine that cleans bedpans and urinals, such as the ARJO Washer, follow manufacturer's instructions for Cleaner/Disinfectant solution and operation.

6



- Remove gloves and other PPE and place in garbage.
- Do hand hygiene.

7



- Return clean commode and bedpans to patient area.



Damp Mopping



PURPOSE:

To remove dirt and germs from floors after dry mopping

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
 - Heavy duty or utility gloves
- Prepared Cleaner/Disinfectant solution in mop bucket
- Mop and wringer
- Mop heads
- Wet floor sign



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Shift easily moved items out of the way to make cleaning easier (chairs and small tables).
- Keep hallways and entrances to rooms clear of clutter.
- Dry mopping is done before damp mopping.

3



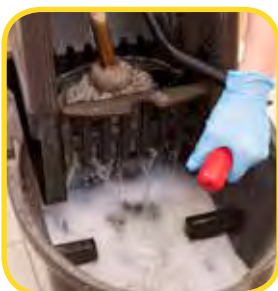
- Clean up blood and body fluids spills as outlined in Blood and Body Fluid Spills procedure.
- Remove your dirty gloves and do hand hygiene immediately after cleaning a spill.
- Change the Cleaning/Disinfectant solution.
- Put on a clean pair of gloves before starting next task.

4



- Set up wet floor sign before cleaning the floor.

5



- Start each shift with clean mop heads.
- Put mop in cleaning solution and wring out so it is not dripping wet.

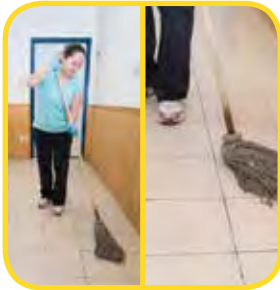


6



- Push mop around baseboards first, with attention to removing dirt from corners.

7



- In open areas use a figure eight stroke, overlapping each stroke while slowly stepping backwards as you mop:
 - Avoid twisting at the waist
 - Turn mop head over every 5 or 6 strokes
 - Mop a 3 meter by 3 meter (9 feet x 9 feet) area, then rinse and wring mop
 - Repeat until entire floor is done
 - Leave the floor visibly WET as you damp mop.
- Allow the floor to air dry.

8



- Change Cleaner/Disinfectant solution and mop head frequently:
 - After cleaning 4 rooms
 - After cleaning a heavily soiled or dirty area
 - When solution is cloudy, visibly soiled or it smells bad
 - After cleaning up a blood or body fluid spill
- Put dirty mop heads in a container and laundry at the end of the shift.



9



- Remove wet floor sign when floor is dry.
- Set up the furniture if it was moved for the floor cleaning.

10



Before you leave each area:

- Remove gloves and put in garbage.
- Do hand hygiene.



Damp Wiping



PURPOSE:

To remove dirt and kill germs from surfaces in the health facility

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
- Prepared Cleaner/Disinfectant solution in cleaning bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths (reusable or disposable)



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Prepare fresh Cleaner/ Disinfectant solution at the start of each shift.

- Wet the cleaning cloth in the Cleaner/ Disinfectant solution:

- Squeeze the cleaning cloth so that it is wet but not dripping
- Fold the cleaning cloth once or twice so that you have 2 clean sides to use.

3



- Wipe with the cleaning cloth in the folded position.
- Never damp wipe with the cleaning cloth bunched up as this will dirty both sides of the cloth.
- Avoid using a back and forth motion to prevent the cloth picking up dirt going one way and then dropping it off on the way back.
- If using Cleaner/Disinfectant solution in a spray bottle, spray directly on the cleaning cloth.



4



- Unless a surface is very dirty, wiping each part of the surface ONCE is enough.
- Overlap your passes by 2-5 cm (1-2 inches) so that all areas are cleaned.

5



- Turn the folded cloth over as you damp wipe:
 - One surface for each major item in the room is a good guideline
 - Leave surfaces visibly WET to let the Cleaner/Disinfectant do its work in getting rid of germs.

6



- No double dipping into the clean solution container:
 - Never put used cleaning cloths back into the Cleaner/Disinfectant solution while damp wiping. This will help reduce germs in the cleaning solution and keep the solution doing its job.

7



- Change cleaning cloths as often as needed including when:
 - Cleaning cloth is no longer damp enough to leave surfaces wet
 - Both sides of a cloth have been used.

Reusable Cloths:

- Put used cleaning cloths into the container for dirty cloths so they can be laundered later.

Disposable Cloths:

- Put used cleaning cloths into garbage can immediately after you finish using them.



8



• The Cleaner/Disinfectant solution in the cleaning bucket MUST be changed after cleaning:

- Any heavily soiled or dirty area
- A spill of the blood or body fluids (vomit or feces)
- Emergency/Trauma Room
- Utility Room
- Reprocessing (sterilization) area
- 4 rooms
- When the solution is visibly dirty or cloudy or has a bad smell.

9



- After finishing a room, remove gloves and other PPE and put them in the garbage before going to another room/area.
- Do hand hygiene.

10



• Cleaning buckets need to be cleaned with Cleaner/Disinfectant solution at the end of the shift.

Reusable Cloths:

• All dirty cloths must be laundered at the end of each shift, and stored clean and dry.



Dry Mopping



PURPOSE:

To collect dust and litter from the floor and prepare the floor for damp mopping

MATERIALS:

- Disposable gloves
- If needed:
 - Heavy duty or utility gloves
- Dry dust mop
- Mop heads/pads
- Paper towels
- Brush & dustpan
- Vacuum cleaner with HEPA filter
- Scraper
- Tongs



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Shift easily moved items out of the way to make cleaning easier (chairs, small tables).
- Keep hallways and entrances to rooms clear of clutter.
- Dry dust mopping is always done before damp mopping.

3



- Pick up large pieces of litter and put in garbage.
- Dry wet spots with paper towel.
- Remove any gum or other sticky spots from floor.

4



- If dangerous equipment or supplies are found, such as needles, handle them carefully as outlined in the Sharps procedure.
- Remember: If a needle, scalpel or other Sharp item is on the floor:
 - DO NOT pick it up with your fingers
 - Put on a pair of gloves
 - Use tongs to pick up the Sharp
 - Carefully place the Sharp in a Sharps container
 - NEVER re-cap a used needle even if a cap is available.



5



- Start each shift with clean dry mop heads/pads.
- Start in the farthest corner of the room.
- Drag the mop toward you, then push it away working in straight, slightly overlapping lines.
- Use swivel motion of frame and wrist to change direction:
 - Keep the mop head/pad in full contact with the floor.

6



- Sweep up large chunks of dirt and put in garbage can using a brush and dustpan.

7



- Set up the furniture if it was moved for dry mopping unless you are planning to damp mop immediately.

8



- Change mop head frequently:
 - After cleaning 4 rooms
 - After cleaning heavily soiled or dirty area
 - When mop head is visibly soiled or it smells bad
- Never shake a mop head indoors; ideally remove large pieces of dirt and change the mop head.



9



- Use a vacuum cleaner with a HEPA filter to collect light loose dust or dirt from entry/exit door mats and carpeted surfaces.

- The vacuum cleaner should NEVER be used to pick up:

- Sharps
- Contaminated waste (bandages, blood, or body fluids)
- Spilled food drink, or anything wet
- Gum or tar
- Chunks of dirt, clay or rocks.



Exam/ Patient Room: Routine and Discharge



PURPOSE:

To provide a clean exam room or patient room for patients, clients and staff

The gray shaded boxes with instructions are the additional cleaning steps to do when patient is discharged

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection.
- Prepared Cleaner/Disinfectant in clean bucket and mop bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Dusting wand
- Dry mop
- Brush and dustpan
- Mop and wringer
- Glass cleaner
- Wet floor sign
- Mop heads



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Put dirty linens into laundry hamper.
- Put large pieces of litter into garbage can.
- If dangerous equipment or supplies are found such as needles, handle them carefully as outlined in the Sharps procedure.

3



- Clean up any blood and body fluids spills as outlined in the Blood and Body Fluid Spills procedure.
- Remove your dirty gloves and do hand hygiene immediately after cleaning a spill.
- Change the Cleaner/Disinfectant solution.
- Put on a clean pair of gloves before the next task.

4



- Check for any items that may have been left behind by the patient and bag them before giving to the nurse (clothes and pictures).

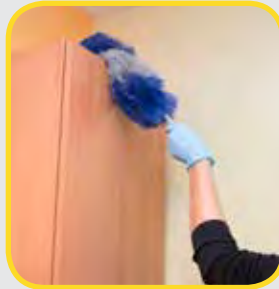


5



- Strip the bed or exam table – removing linen into linen bag or paper cover into garbage; carefully roll the sheets to prevent dust and germs from getting into the air.

6



- Start cleaning by using a dusting wand to reach items such as a fan or ceiling light.
- Dusting is usually done weekly and when the patient is discharged.

7



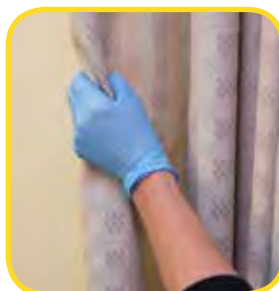
- Use the cleaning cloths with Cleaner/ Disinfectant solution to wipe any dirty areas on the walls (spot clean) and other items on the walls such as medical devices, soap dispensers, phone, the fronts of storage cupboards, shelves, door handles PLUS clean any glass surfaces such as windows and mirrors.

8



- Polish or shine chrome and glass surfaces with a glass cleaner.

9



- Check the privacy curtains for visible dirt and change them if necessary.



10



- Use cleaning cloths to wipe the surface areas in the room such as window sills, desk, tables and chairs, phones, sinks and taps.
- Use clean cloths to wipe the counter. You may need to move items for proper cleaning.
- Place items back after surfaces have air dried.

11



- Wipe the items that clients may have touched during their visit such as stretchers or exam tables, grab rails, chairs, step stools, and IV poles.
- If you are unsure of cleaning an item such as a medical device – ask a nurse.

12



- Remove used linen bags.
- Use a cleaning cloth & Cleaner/Disinfectant solution to wipe the linen hamper before putting in a clean linen bag.

13



- Set up wet floor sign before cleaning the floor.



14



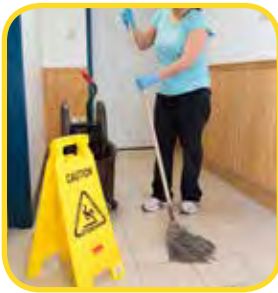
- Use brush and dust pan to sweep up large chunks of dirt and place in garbage can.
- Empty the garbage cans.
- Use cleaning cloths to wipe the inside and outside of garbage can.

15



- Remove any gum or other sticky spots from floor.
- Shift easily moved items out of the way to make cleaning easier.
- Dry mop floor.

16



- Damp mop floor.

17



- Remove the wet floor sign after the floor has air dried.
- Put liner bags in garbage cans and put them back in the right place.
- Set up the furniture if it was moved.



18



- Following your facility's protocol, make up the bed or exam table.

19

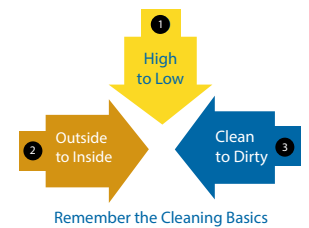


Finishing Up

- Check and replace Sharps containers with new ones when they are $\frac{3}{4}$ full (up to the fill line).
- Check all hand sanitizer dispensers and replace the bags if necessary.



Exam/ Patient Room with Precautions: Routine and Discharge



PURPOSE:

To provide a clean exam room or patient room for patients and staff

The gray shaded boxes with instructions are the additional cleaning steps to do when a patient is discharged

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
 - Heavy duty or utility gloves
- Prepared Cleaner/Disinfectant solution in clean bucket and mop bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Dusting wand
- Dry mop
- Brush and dustpan
- Mop and wringer
- Glass cleaner
- Wet floor sign



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Set up the wet floor sign outside the room.

3



Personal Protective Equipment (PPE)

- Before you enter the room...
 - Do hand hygiene then put on appropriate PPE as listed on the Precautions sign on the door.
- Before you leave the room...
 - All PPE should be removed and placed in garbage inside the room just before you leave the room
 - Do hand hygiene before you leave the room.



4



Tasks after a patient is discharged from a room with Additional Precautions

- Check for items that may have been left behind by the patient and bag them before giving to the nurse (clothes, pictures)
- Throw away disposable products (clinical supplies, soaps, lotions)
- Remove all curtains (window and around bed) and put up clean curtains after room has been cleaned
- Strip the bed or exam table –put linen into the linen bag; carefully roll the sheets to prevent dust and germs from getting into the air and on your clothes
- Following your facility's protocol, make up the bed/exam table after room has been cleaned
- If you are unsure of cleaning an item such as medical device – ask a nurse.

5



Cleaning Room: All Precautions

For all rooms with precautions follow the steps in the Exam/Patient Room: Routine and Discharge procedure PLUS clean walls—start at door and work around the room.

Cleaning Room: C-Difficile Precautions

- Cleaning rooms with patients having C-Difficile infections MUST be done with a sporicidal—typically a chloride based disinfectant.
- Hydrogen peroxide solutions may NOT be effective.



6



Garbage and Garbage Cans

- Empty all garbage cans by tying the bags before removing them from the room.
- Garbage cans are to be cleaned daily.
- Unless otherwise told by nurse, handle and dispose of garbage taken out of the room as you would in your routine housekeeping work.
- Be careful! Sharps may be in the garbage so DO NOT push down on the tops of bags or shake them.
- When tying off the garbage bag, direct the air coming out of the bag away from your face. This will help prevent splashes/sprays/odours from getting on your face and clothes.

7



Bedding/Linens and Linen Hampers

- Dirty linens are placed in linen bag inside of exam room or patient room.
- Remove the linen bag by tying up the bag before removing it from the room.
- Tie up linen bag when full or smells bad or at least once each day.
- Linen bags are NOT double bagged unless items being put in them are dripping wet.
- Linen hampers needs to be wiped using Cleaner/Disinfectant daily.

8

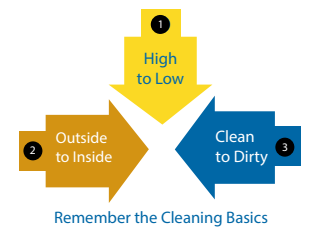


Finishing Up

- Restock the room with supplies as necessary such as toilet paper, paper towels and hand sanitizer.
- Change the mop heads.
- Empty the used cleaning solution.
- Clean the solution bucket and mop bucket before cleaning the next area or room.
- Change gloves and put in garbage.
- Do hand hygiene.



Floor Equipment: Use, Care and Maintenance



PURPOSE:

To keep the floor cleaning equipment in good working order

MATERIALS:

- Disposable gloves
- Detachable mop heads
- Mop handles
- Brooms and dust pan
- Paper towels
- Oil as per manufacturer's instructions
- Wet floor sign
- Wringer & mop bucket
- Cleaning cart
- Prepared Cleaner/Disinfectant solution in cleaning bucket



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



Mop bucket and Wringer – Maintaining

- Dry the mop bucket and wringer daily with paper towels to prevent rust, soil buildup and growth of germs.
- Clean and oil the wringer parts weekly as per manufacturer's recommendations.
- Leave wringers in released position when not in use.

3



Mop Heads – Maintaining & Changing

- Avoid leaning heavily on mop heads or using a lot of force when mopping.
- Frequently change mop heads when damp mopping including:
 - After mopping 4 rooms or if visibly dirty or smells bad
 - At the end of the day shift
 - Immediately after cleaning up blood and body fluids (vomit or feces).
- Rinse and squeeze out the mop head before putting the mop head into the container for laundry.
- Change dry mop heads:
 - After cleaning 4 rooms
 - After cleaning heavily soiled or dirty area
 - When mop head is visibly dirty or it smells bad.



4



Mop Heads – Laundering

- Launder dirty mop heads separately from bedding or personal laundry items.
- Launder dirty mop heads daily using laundry detergent and the full washing and dryer cycles.
- Use bleach solution (1:500 dilution). Typically this is 1 cup of bleach to 28 gallons—check the laundry machine’s manual to see the gallon capacity in a full load as it is different with each model.
- Thoroughly dry the mop heads in the dryer.

5



Mopping Equipment – Storage & Ordering

- Store the equipment clean and dry.
- Start each shift with a clean mop head.
- Order new equipment as needed including mop heads for effective mopping.

6



Floor Equipment – Cleaning

- Using cleaning cloths, wipe the floor equipment (mops, handles, buckets) at the end of each day.
- Allow to air dry.

7



Cleaning Cart

- Wipe the cleaning cart daily using cleaning cloths with Cleaner/Disinfectant solution.
- Allow to air dry before restocking cart.
- Store cleaned cart in a clean and tidy utility room.



Garbage and Biomedical Waste



PURPOSE:

To provide the safe handling & disposal of regular garbage and biomedical waste

MATERIALS:

- Disposable gloves
- Heavy duty or utility gloves
- Garbage bags
- Biomedical waste containers



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- The garbage in health facilities should be placed in a container lined with a plastic garbage bag.
- Garbage bags must be thick enough not to puncture or tear easily, and must be waterproof.

3



- Garbage bags should be collected when $\frac{3}{4}$ full or if there is a bad smell from the bag.
- Daily garbage collection (or more frequently if needed) is necessary in patient care areas including washrooms, waiting rooms and food preparations areas.

4



- Garbage bags should be tied tightly at the top of the bag before removing them from garbage can.
- Be careful! Sharps may be in the garbage so DO NOT push down on the tops of bags or shake them.
- Direct the air coming out of the bag away from your face when tying off the garbage bag. This will help prevent splashes/sprays/odours from getting on your face and clothes.



5



- Double bag the garbage bag if it is:
 - Stretched or damaged
 - Dirty on the outside
 - Leaking or leaking might happen.

6



- Remove gloves and put in garbage after you have handled garbage bags.
- Do hand hygiene.

7



- Put on heavy duty or utility gloves to take the garbage bags, biomedical waste and Sharps containers to disposal area.
- Check that the top of all Sharps containers are closed well before removing.
- Hold bags away from your body during transport and disposal in order to:
 - Prevent injury from items that may have been incorrectly thrown away
 - Keep your clothes clean and away from waste that may be present on the outside of the bag.

8



- Take filled biohazard waste bags and Sharps containers to a secure holding area until they can be taken away for disposal.
- Wipe the inside and outside of garbage collection bins daily.

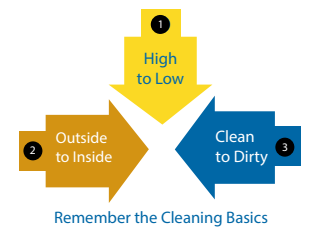
9



- Regular garbage and biomedical waste should not be transported through public areas or patient areas if possible.



Kitchen (Staff)



PURPOSE:

To provide a clean area for food preparation and eating area for staff

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
- Prepared Cleaner/Disinfectant in cleaning bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Dusting wand
- Dry mop
- Brush and dustpan
- Mop and wringer
- Glass cleaner
- Scrubbing brush
- Wet floor sign



CLEANING STEPS

1



Do a Risk Assessment

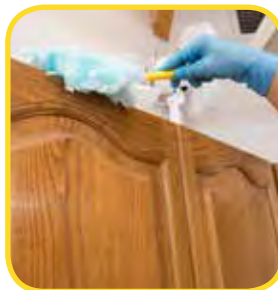
- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Put dirty linens into laundry hamper.
- Put large pieces of litter into garbage can.
- If dangerous equipment or supplies are found such as needles, handle them carefully as outlined in the Sharps procedure.

3



- Start routine cleaning by using a dusting wand to reach items such as a fan, ceiling light or top of cupboards.

4



Wall Attached Items

- Use the cleaning cloths with Cleaner/Disinfectant solution to wipe dirty areas on the walls (spot clean) and other items on the walls such as shelves, fronts of cupboards, bulletin boards, light switches, doors and frames, window sills PLUS mirrors and windows.
- Wipe the outside of the fridge & stove.



5



- Polish or shine the chrome and glass surfaces with glass cleaner.

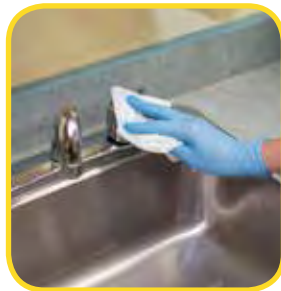
6



Other Surfaces & Items

- Use cleaning cloths to wipe other surfaces such as tables and chairs, water cooler, phone, and radio.
- Use cleaning cloths to wipe the counter. You may need to move items for proper cleaning.
- Wipe items on the counter top such as kettle, microwave, and toaster.

7



Sink

- Wipe the taps, faucet and inside of sink.
- Let sink air dry.
- Rinse with tap water.
- Wipe dry with clean dry cloth or paper towels.
- Wash dirty dishes as per your facility's protocol and allow to air dry.

8



- Clean the inside of fridge, microwave and oven each month and when needed.
- Use Cleaner/Disinfectant solution and cleaning cloths to thoroughly wipe inside all shelves.



9



- Empty garbage cans and clean the inside and outside of cans.
- Change linen bag daily if one is present.

10



- Place a wet floor sign in front of the entrance to the areas to be mopped.
- Shift easily moved items out of the way to make cleaning easier.
- Dry mop floor.
- Damp mop floor.

11



- Remove gloves and put in garbage.
- Do hand hygiene.

12



- Put liner bags in garbage cans and place them back in the right place.
- Restock paper towels and soap in dispensers.
- Remember: DO NOT top up the soap or hand sanitizer.
- Set up any furniture that was moved.

13



- Launder the used cleaning cloths daily.
- Clean the solution bucket and bucket for used cleaning cloths at the end of your shift.



14



- Report any broken items, drippy taps, or other issues to the nurse or supervisor.



Laundry



PURPOSE:

To provide the safe handling of soiled laundry and bedding and environmental cleaning equipment

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
- Laundry bag and hamper
- Garbage bags
- Disinfectant wipes
- Laundry detergent
- Household bleach
- Washing machine & dryer



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Routine laundry practices can be used for all linens used by patients regardless of their medical condition or diagnosis.
- Solid waste should be removed by the nurse at point-of-care and then linens can be put into laundry bag for washing.
- Laundry cannot be properly cleaned if it contains a large amount of solid waste.

3



- Collect soiled laundry/bedding.
- Carefully roll up the soiled laundry to prevent soiling of your clothes.
- Wrap the wet laundry/bedding in a dry sheet or towel to help prevent any dripping.
- Laundry carts or hampers used to collect or transport soiled linen do not need to be covered.
- Laundry bags to be tied securely - do not over fill.
- Linen hampers need to be cleaned as part of the daily routine cleaning.

4



- Take the laundry bags/hamper to the laundry room as soon as possible; do not leave in the patient care area until the end of your shift.



5



- Sort the dirty laundry and bedding in the laundry room - not in the client areas.
- Patient laundry and bedding should be done separately from environmental cleaning items.
- Dirty laundry should NOT be put on the floor but sorted in baskets or bins.
- After every use, put cloth bags used to hold dirty laundry into the washing machine with the rest of the laundry.
- Remove lint from dryer before starting each load.

6



- Laundry should be washed using laundry detergent:
 - Measure out the correct amount of laundry detergent
 - Cold water for washing is acceptable if using laundry detergent for cold water
 - Use the full washing cycle
 - Use the full drying cycle
 - Put the load through two full wash cycles for heavily soiled items.
- Use bleach solution (1:500 dilution) for:
 - White linens such as towels and sheets
 - Cleaning equipment such as reusable wiping cloths and mop heads.

Typically this is 1 cup of bleach to 28 gallons—check the laundry machine’s manual to see the gallon capacity in a full load as this is different with each model.

See Bleach Chart in the Infection Prevention and Control Manual for further details.



7



- Put on clean gloves before moving wet items from washer to dryer.
- Remove gloves and put in garbage.
- Do hand hygiene.

8



- Keep the clean laundered items separate from unwashed items.
- Store clean linens and cleaned environmental equipment items such as mop heads in separate places.
- Protect clean laundry from dust and dirt during storage and handling.



Office



PURPOSE:

To provide a clean working environment for staff

Note: If offices are being used to see patients then rooms should be cleaned daily using Exam/Patient Room: Routine and Discharge procedure; otherwise, offices can be cleaned once per week with daily garbage pickup.

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
 - Heavy duty or utility gloves
- Prepared Cleaner/Disinfectant solution in cleaning bucket and mop bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Dusting wand
- Dry mop
- Brush and dustpan
- Mop and wringer
- Wet floor sign



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Put dirty linens into laundry hamper.
- Put large pieces of litter into garbage can.
- If dangerous equipment or supplies are found such as needles, handle them carefully as outlined in the Sharps procedure.

3



- Clean up any blood and body fluids spills as outlined in the Blood and Body Fluid Spills procedure.
- Remove your gloves and do hand hygiene immediately after cleaning a spill.
- Change the Cleaner/Disinfectant solution.
- Put on a clean pair of gloves before the next task.

4



- Start routine cleaning by using a dusting wand to reach items such as a fan or ceiling light.



5



- Use the cleaning cloths with Cleaner/Disinfectant solution to wipe dirty areas on the walls (spot clean) and items on the walls such as bulletin boards, light switches, doors and frames, window sills PLUS mirrors and windows.

6



- Polish mirrors and windows using a glass cleaner.

7



- After the wall attached items are done, use cleaning cloths to wipe other items such as tables and chairs, desk, phone, and computer.
- Clean the toys if toys for patients are stored in office. For more details on the cleaning of toys, see the Toy procedure.

8



- Set up wet floor sign before cleaning the floor.



9



- Sweep up large chunks of dirt and place in garbage can using a brush and dustpan.
- Empty the garbage cans.
- Wipe the inside and outside of garbage cans using cleaning cloths and Cleaner/Disinfectant solution.

10



- Shift easily moved objects out of the way to make cleaning easier.
- Scrape any gum/sticky spots.
- Dry mop floor.
- If floor has carpet: vacuum carpet – Do Not dry mop or damp mop the carpet.

11



- Damp mop floor.

12



- Remove the wet floor sign after the floor is dry.
- Put liner bags in garbage cans and place them back in the the right place.
- Set up the furniture if it was moved.



13



- Remove gloves and put in garbage.
- Do hand hygiene.



Sharps



PURPOSE:

To correctly handle Sharps and Sharps containers to prevent injuries by disposing of them safely

MATERIALS:

- Disposable gloves
- Heavy duty or utility gloves
- Tongs
- Sharps container



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Know where the Sharps containers are located in the health facility.
- Sharps containers are usually in point-of-care places and should be placed out of the reach of children.

3



- If you see a Sharp, DO NOT pick it up with your bare hands:
 - Put on a pair of disposable gloves
 - If possible, take a Sharps container to the Sharp
 - NEVER re-cap a used needle even if a cap is available
 - Use tongs to pick up the Sharp
 - Carefully place the Sharp in the container
 - REPORT this incident to the nurse or your supervisor.

4



- Remove gloves and put in the garbage.
- Do hand hygiene.



5



- Check and replace Sharps containers with new ones when they are $\frac{3}{4}$ full (up to the fill line).
- Wear heavy duty or utility gloves when collecting Sharps containers from around the health facility.
- Make sure the top of the container is closed well.
- Take the filled Sharps containers to a secure holding area where the containers are to be stored for future disposal.

6



- Remember these important things:

- Do not recap, remove, or try to bend needles by hand
- If there are sharps sticking out of the Sharps container—report this situation to the Nurse or Supervisor
- DO NOT try to push the Sharps back into the container or shake container
- Never reach into a garbage or Sharps container
- NEVER damp wipe the slot where sharps go into a Sharps container.



Toys



PURPOSE:

To provide clean toys for safe play in the health facility

MATERIALS:

- Disposable gloves
- Eye protection
- Gown
- Prepared Cleaner/Disinfectant in cleaning bucket
- Bleach concentrated solution (5%- 8%)
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Paper towels or clean dry towels



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Set aside unsuitable toys and discuss with nurse before throwing out. Unsuitable toys for a health facility include toys made of:
 - Cloth or have stuffing
 - Parts that can't be cleaned easily
 - Parts that are sharp or have jagged edges
 - Pieces that could break off.

3



- Gather the toys to be cleaned and take them to the designated sink for cleaning.

4



Cleaning

- Fill the clean sink with warm water and wash the toys thoroughly with cleaner (soap) and water.
- Rinse them well in clean water and set them aside.



5



Disinfecting

- Put on mask and eye protection and gown.
- Prepare a bleach solution (1:100 dilution) by mixing 1/3 of a cup (80ml) of concentrated bleach in 2 gallon, (8 litres) of tap water.
- Mix enough bleach solution to cover all the toys (using a laundry tub may be suitable if you have a large amount of toys to soak in the 1:100 bleach solution).
- Soak toys in bleach solution for at least 2 minutes.

6



Rinsing & Drying

- Rinse the toys thoroughly with clean running water.
- Allow toys to air dry on a clean surface.

7



- Remove gloves and put in garbage.
- Do hand hygiene.

8



Toy Storage Area & Large Toy Cleaning

- Clean the toy storage area and larger toy structures. You can do this step when cleaning the waiting room or area for toy storage.



9



- Prepare the Cleaner/ Disinfectant solution for cleaning the toy shelves and cupboards.

10



- Using cleaning cloths and Cleaner/ Disinfectant solution:
 - Wipe the toy storage bins/boxes/shelves
 - Wipe any large toys such as climbers.

11



- Place toys in their storage place after the clean toys have completely dried.
- Toys and high touch surfaces, such as book shelves and climbers, in the play area must be cleaned at least daily and when visibly dirty.
- Put toys away if they cannot be cleaned every day.
- If you have any questions or concerns regarding toy cleaning and safety, check with a nurse or supervisor.



Tub/ Shower



PURPOSE:

To provide a clean environment for patients to have a tub/shower

More specific cleaning information for ARJO massage tubs can be found in the manufacturer's guidelines or accessed through: [ARJO Tub Systems](#)

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
- Prepared Cleaner/Disinfectant solution in cleaning bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Tub & tile cleaner
- Glass cleaner
- Scrub brush/pad



CLEANING STEPS

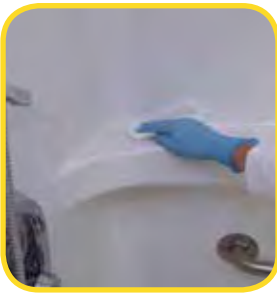
1



Do a Risk Assessment

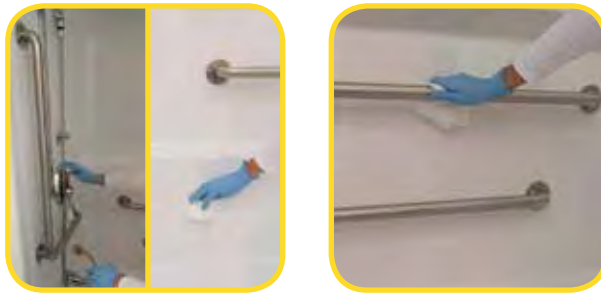
- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Remove any build-up (dirt, mildew, water stains and rust) using a tub and tile cleaner and scrubbing pads.
- Use non-scratching pads or brush to get into corners and remove marks.

3



- Use cleaning cloths and Cleaner/Disinfectant solution to wipe all surfaces of the tub or shower.

4



- Wipe all the surfaces of the shower curtain.
- Replace the shower curtain if torn or if stains cannot be removed.

5



- Rinse the tub/shower with clean water.



6



- Use dry cleaning cloths or paper towels to dry water that may have collected in the corners of shower/tub.

7



- Polish the chrome surfaces using a glass cleaner.

8



- Remove gloves and put in garbage.
- Do hand hygiene.

9



Reusable cleaning cloths

- Launder dirty cloths daily.
- Clean the container for dirty cloths after use.

10



- Report broken tiles and drippy taps to the nurse or supervisor.



Waiting Room



PURPOSE:

To provide a clean waiting room for patients and visitors

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
 - Heavy duty or utility gloves
- Prepared Cleaner/Disinfectant solution in clean bucket and mop bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Dusting wand
- Dry mop
- Brush and dustpan
- Mop and wringer
- Wet floor sign



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Put dirty linens into laundry hamper.
- Put large pieces of litter into garbage can.
- If dangerous equipment or supplies are found, such as needles, handle them carefully as outlined in the Sharps procedure.

3



- Clean up any blood and body fluids spills as outlined in the Blood and Body Fluid Spills procedure.
- Remove your dirty gloves and do hand hygiene immediately after cleaning a spill.
- Change the Cleaner/Disinfectant solution.
- Put on a clean pair of gloves before the next task.

4



- Start routine cleaning by using a dusting wand to reach items such as a fan or ceiling light.



5



Wall Attached Items

- Use the cleaning cloths with Cleaner/Disinfectant solution to wipe dirty areas on the walls (spot clean) and other items on the walls such as hand rails, bulletin boards, light switches, doors and frames, window sills PLUS mirrors and windows.

6



- Polish or shine chrome and glass with glass cleaner.

7



- Use a cleaning cloth to wipe other surfaces such as tables, chairs, TV, phone, water cooler and toys.
- See the Toys procedure for more details on the cleaning of toys.

8



- Set up wet floor sign before cleaning the floor.

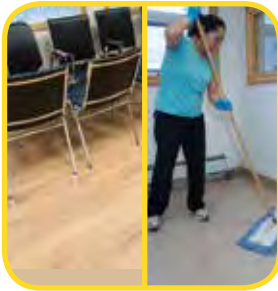


9



- Empty any garbage cans.
- Wipe the inside and outside of garbage cans using cleaning cloths.
- Remove gloves and do hand hygiene.

10



- Shift easily moved items out of the way to make cleaning easier.
- Scrape any gum/sticky spots.
- Sweep up large pieces of dirt and place in garbage can using a brush and dustpan.
- Dry mop floor.

11



- Damp mop floor.

12



- After the floor is dry, remove the wet floor sign.
- Put liner bags in garbage cans and place them back in the right place.
- Set up the furniture if it was moved.

13



- Before leaving the room, remember to remove dirty gloves.
- Do hand hygiene.



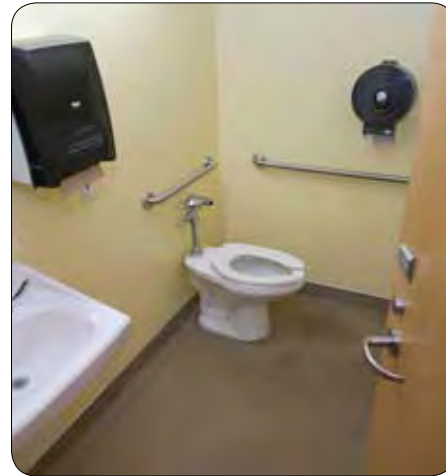
14



- Check hand sanitizer dispensers and replace the bags if necessary.



Washroom



PURPOSE:

To provide clean washrooms for staff, visitors and patients

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
 - Heavy duty or utility gloves
- Prepared Cleaner/Disinfectant in cleaning bucket and mop bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Dusting wand
- Brush & dustpan
- Dry mop
- Mop and wringer
- Glass cleaner
- Stain remover/scrubbing pad
- Wet floor sign
- Toilet bowl cleaner
- Toilet brush



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



Set up a wet floor sign.

3



- Put dirty linens into laundry hamper.
- Put large pieces of litter into garbage can.
- If dangerous equipment or supplies are found, such as needles, handle them carefully as outlined in the Sharps procedure.

4



- Clean up blood and body fluids spills as outlined in the Blood and Body Fluid Spills procedure.
- Remove your dirty gloves and do hand hygiene immediately after cleaning a spill.
- Change the Cleaning/Disinfectant solution.
- Put on a clean pair of gloves before the next task.

5



- Start routine cleaning by using a dusting wand to reach items such as a fan or ceiling light.



6



Wall Attached Items

- Use cleaning cloths with Cleaner/Disinfectant solution to wipe dirty areas on the walls (spot clean) and items on the wall such as dispensers, hand rails, door handle, light switch PLUS any glass surfaces such as windows or mirrors.
- Polish or shine chrome and glass surfaces with a glass cleaner.

7



Diaper Changing Area

- Use cleaning cloths and Cleaner/Disinfectant solution to wipe top, sides and underneath the diaper changing area.
- Allow to air dry.

8



Sink

- Remove water or rust stains in the sink by using a stain remover or scrubbing pad.
- Wipe the taps and sink using a Cleaner/Disinfectant solution.
- Rinse the sink well with tap water to remove any cleaning solution and wipe dry with a clean cloth/towel.
- Use cleaning cloths to wipe the counter.
- Wipe the plumbing pipes underneath the sink.



9



Toilet

- Flush toilet first to start with clean water in the bowl.
- Pour a small amount of toilet bowl cleaner into the toilet bowl.
- Use a toilet brush to clean the inside of the toilet bowl.
- The toilet brush should never be used on the outside of the toilet or anywhere else other than the inside of the toilet bowl.
- After the task is complete place brush back in the toilet brush container.
- Let the cleaning solution sit in the toilet bowl for a few minutes before flushing (check toilet bowl cleaner instructions for waiting time).

10



- After flushing, clean the outside of the toilet.
- Using cleaning cloths and Cleaner/Disinfectant solution to clean the top, back and around the seat of the toilet.
- Clean the sides and front of the toilet.
- Continue until all visible body fluids are gone.



11



- Clean the washroom wall around the toilet before washing the floor.

12



- Empty all garbage cans.
- Wipe the inside and outside of the garbage can using a cleaning cloth and Cleaner/ Disinfectant solution.

13



Floor

- Remove stubborn dirt from the floor and baseboards with a floor scrub brush or scraper.
- Depending on the size of the washroom, use a dry mop or hand brush & dustpan to get the dirt off the floor and put into garbage can.
- The washroom floor is damp mopped last.
- Start at the farthest corner of the washroom and clean the floor towards the door.

14



Finishing up

- Remove wet floor sign after the floor is dry.
- Put liner bag in garbage can and put it back in the right place.
- Restock the necessary supplies such as soap, paper towels, and toilet paper.



Wheelchair



PURPOSE:

To provide a clean wheelchair for patient use

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
- Prepared Cleaner/Disinfectant solution in cleaning bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Remove arm rests and foot rests so that all surfaces can be cleaned.

3



- Using cleaning cloths with Cleaner/Disinfectant solution, wipe all surfaces of the wheelchair including:

- Arm rests
- Back
- Seat
- Underneath seat
- Wheels.

- Allow wheelchair to air dry and re-attach arm & foot rests.

4



- Remove gloves and put into garbage.
- Do hand hygiene.



5



- Return wheelchair to patient area for next use.

6



- Report any broken or damaged parts to the nurse or supervisor.



X-ray Room



PURPOSE:

To provide a clean X-ray room for patients and staff

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
 - Heavy duty or utility gloves
- Prepared Cleaner/Disinfectant in cleaning bucket and mop bucket
- Container for dirty cloths (if using reusable cleaning cloths)
- Cleaning cloths
- Dusting wand
- Dry mop
- Brush and dustpan
- Mop and wringer
- Glass cleaner
- Wet floor sign



CLEANING STEPS

1



Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



- Put dirty linens into laundry hamper.
- Put large pieces of litter into garbage can.
- If dangerous equipment or supplies are found, such as needles, handle them carefully as outlined in the Sharps procedure.

3



- Clean up any blood and body fluids spills as outlined in the Blood and Body Fluid Spills procedure.
- Remove your gloves and do hand hygiene immediately after cleaning a spill.
- Change the Cleaner/Disinfectant solution.
- Put on a clean pair of gloves before the next task.

4



- Check for any items that may have been left behind by the patient and bag them before giving to the nurse.

5



- Remove used linen from X-ray table or room and place into the laundry bag; carefully roll up the used sheets to prevent dust and germs from getting into the air or put used paper cover carefully in garbage.



6



- Start cleaning by using a dusting wand to reach items such as a fan or ceiling light.

7

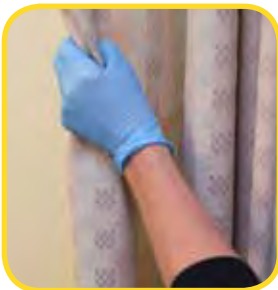


Wall Attached Items

- Use the cleaning cloths with Cleaner/Disinfectant solution to wipe dirty areas on the walls (spot clean) and items on the wall such as medical devices, soap dispensers, phone, the fronts of storage cupboards, shelves, door handles PLUS mirrors.

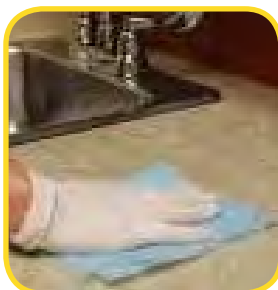
- Polish mirrors with a glass cleaner.

8



- Check the privacy curtains for visible dirt and change as necessary.

9



Other Surfaces

- Use cleaning cloths and Cleaner/Disinfectant solution to wipe surfaces in the room such as a desk, table and chairs, phones, sinks and taps.
- Use cleaning cloths to wipe the counter. You may need to move items for proper cleaning.



10



- Wipe the outside parts of X-ray machine with cleaning cloths and Cleaner/Disinfectant solution.

11



- Wipe the X-ray table.
- Wipe the transfer board and put back in its storage area.

12



- Wipe the items that clients may have touched during their visit such as chairs, step stools, and IV poles.
- Wipe the protective lead vests that patients or staff may have worn during X-rays.
- Remember: If in doubt about cleaning any items- especially medical equipment-- ask a nurse.



13



- Remove used linen bags.
- Use cleaning cloths and Cleaner/Disinfectant solution to wipe the linen hamper before putting in a clean linen bag.
- Empty any garbage cans.
- Using cleaning cloths to wipe the inside and outside of garbage cans.

14



- Set up the wet floor sign before cleaning the floor.

15



- Use a brush and dust pan to sweep up large pieces of dirt and place in garbage can.
- Scrape any gum/sticky spots.
- Shift easily moved items out of the way to make cleaning easier.
- Dry mop floor.

16



- Damp mop floor.



17



- Remove the wet floor sign when the floor is dry.
- Put liner bags in garbage cans and put them back in their right place.
- Set up the furniture that was moved.

18



- Following your facility's protocol, recover the X-ray table (use linens or paper cover).

19



Finishing Up

- Check and replace Sharp containers with new ones when they are $\frac{3}{4}$ full (up to the fill line).
- Check any hand sanitizer and soap dispensers and replace the bags if necessary.
- Restock paper towels if a dispenser is in the X-ray room.

