
Housekeeping

Although microorganisms are normal contaminants of walls, floors, and other surfaces, these environmental surfaces rarely are associated with transmission of infections to patients or personnel. Therefore, extraordinary attempts to disinfect or sterilize these environmental surfaces are rarely indicated. However, routine cleaning and removal of soil are recommended. The actual physical removal of microorganisms by scrubbing is very important.

Note. Areas that are not covered under contractor services must adhere to the same cleaning standards as specified in this section.

Staff

- Handwashing. Hands are washed before and after patient contact and after cleaning each area.
- Employee Health. Employees having signs or symptoms of active infections (i.e., skin lesions, diarrhea, respiratory tract infections), must report to their supervisor, who will determine appropriate action. Employees with active infections should not have direct contact with patients.
- Staff will routinely practice “Universal/Standard Precautions” on all patients.
- Gloves will be worn by housekeeping employees for touching blood and body fluids or for handling items or surfaces contaminated with blood and body fluids.
- Barrier Precautions. All patients admitted to or treated at NAVMEDCEN and its constituent clinics shall be assumed to carry potential pathogens, which are transmitted by blood and body fluids. Therefore, all patients are on “Universal/Standard Precautions” regardless of the patients’ diagnosis. Housekeeping personnel will wear gloves routinely for touching blood, body fluids, or handling items, or cleaning surfaces soiled with blood and body fluids.

Guidelines

- Hospital grade disinfectant detergent registered by the EPA and approved by the Infection Control Committee will be used for environmental surface cleaning.
- Cleaning schedules and methods vary according to the area of the hospital, type of surface to be cleaned, and the amount and type of soil present.
- Horizontal surfaces (i.e., bedside tables, flooring) in patient care areas are cleaned on a daily basis, when soiling or spills occur, and when a patient is discharged.
- Cleaning of walls, blinds, and curtains is done on a routine basis and if they are visibly soiled. Bedside, privacy curtains will be changed after discharge of patients who have been in any type of isolation precautions. Nursing will notify Housekeeping of this necessity when patient is discharged from the room. It will be the responsibility of Nursing to take down the soiled/torn/or contaminated curtain (in the case of isolation d/c) while noting the curtain size located on the vertical strip at the edge of the curtain. The curtain is placed in a blue plastic Soiled Linen bag by itself and then taken to the large dirty linen cart located in the Dirty/Soiled Utility room. Nursing should call HK for a replacement curtain, giving them the tag information obtained from the soiled curtain. HK staff will see that a replacement curtain is brought to the ward/clinic for Nursing staff to hang. Bedside/privacy curtains will be routinely changed out per the Housekeeping rotation schedule which will be no less than annually.

- Cleaning will be done from least contaminated to most contaminated areas. Clean from top to bottom. All loose dirt/debris will be removed before washing or mopping.
- In the event of inadvertent exposure to patients with a communicable disease or an occupational injury (needlestick/sharps), the employee will report the incident immediately to their supervisor and will be referred to Occupational Health for evaluation.

Specific Procedures

The contract personnel must follow NAVMEDCENPTSVAINST 5050.3H and the General Isolation Precautions. Both are available in the Infection Control Manual.

- Gown Technique. To protect the contractor personnel against possible clothing contamination.
- Mask Technique. To prevent the transfer of pathogenic organisms into the respiratory tract.
- Glove Technique. To protect the skin from possible pathogens.
- Handwashing Technique. To prevent the transfer of microorganisms via the hands.

Occupied Room Cleaning

Requirements

- Manpower – one person.
- Equipment
 - Cart
 - Cleaning cloths
 - Dust mop and cover
 - Dust pan and brush
 - Wet mop and handle
 - Mop bucket with wringer
 - Bowl mop and caddy
 - Hand bucket
- Materials
 - EPA hospital approved disinfectant
 - Paper towels
 - Toilet tissue
 - Plastic trash can liners
 - Disinfectant bowl cleaner
 - Spray bottle of glass cleaner
 - Hospital approved hand soap
 - Spray bottle of All Purpose Cleaner

Preparation and set-up

- Equipment and materials
 - Check the cart to make sure all equipment and materials are present before going into patient's room.
 - Fill mop bucket with cold water and add approved germicide.
 - Transport cart to the door of the unit to be cleaned. Make sure that the cart is close to the wall so that it does not block the corridor or doorway.

Standard method of cleaning

- Check for isolation sign on door of room to be cleaned, if none, knock gently on the door, greet the patient pleasantly, tell him/her your name and the reason you are there.
- Carry equipment and supplies into the room to be cleaned.
- Proceed as follows:
 - Remove the trash bag from the waste basket, tying a knot in the top of the bag, and take it to the trash container on the cleaning cart located outside the room. Wipe the outside of the waste basket with a cloth dampened with a germicidal solution and re-line.
 - Dust mop the floors.
 - Wipe down the entire outside surfaces of the overbed table and bedside stand. If patient is not in the room, do not clean table if personal items are present. Damp wipe the furniture in the room.
 - Clean patient bathroom using standard procedure. Restock supplies.
 - Clean mirror using the spray bottle with glass cleaner.
 - Spot clean the walls if they are visibly soiled.
 - Damp mop the patients' room and bathroom floor with the germicidal solution in accordance with procedure.
 - Place wet floor signs BEFORE mopping. When floor is dry, remove sign(s).

Clean-up procedure

- Inspect cubicle curtains and draperies for stains and soil marks.
- Check and remove all cleaning materials and equipment to cleaning cart.
- Leave the room and continue on with the next room.
- Changing the mop and hand bucket water is of extreme importance. Under normal circumstances, this should be accomplished not less than after every third room or when water appears dirty.
- Anytime a mop must be used for the removal of body fluids (i.e., blood, urine, feces, vomitus), both the mop head and germicidal solution will be changed before cleaning another area.

Follow-up: The supervisor will make random inspection of the areas cleaned and will periodically check to ensure procedures are being followed properly.

Discharge Room Cleaning

Requirements

- Manpower – one person
- Equipment
 - Cart
 - Cleaning cloths
 - Dust mop and cover
 - Dust pan and brush
 - Wet mop and handle
 - Mop bucket with wringer
 - Bowl mop and caddy
 - Hand bucket
- Materials
 - EPA hospital approved disinfectant

- Paper towels
- Toilet tissue
- Plastic trash can liners
- Disinfectant bowl cleaner
- Spray bottle of glass cleaner
- Hospital approved hand soap
- Spray bottle of All Purpose Cleaner

Preparation and set-up

- Equipment and materials
 - Check the cart to make sure all equipment and materials are present.
 - Transport cart to the door of the unit to be cleaned. Make sure that the cart is close to the wall so that it does not block the corridor or doorway.

Standard method of cleaning

- Remove trash from room. Damp wipe outside of the trash can with germicidal solution.
- Remove all linen from bed.
- Using dust mop and cover, mop patients' room, closet, and bathroom floors following established procedures.
- Fill mop bucket with water and hospital approved disinfectant.
- Damp wipe bathroom vent, doors, doorknobs, door frames, light switches, and heating vents. With disinfectant bowl cleaner and bowl mop, clean toilet bowl. Damp wipe the exterior with cloth including pipes and flush handle. Damp wipe soap dispenser and medicine cabinet and clean mirror with glass cleaner and paper towels.
- Using a clean cloth dampened with disinfectant solution, start at the top of the shower stall walls and wash down to the floor. Wash the showerhead and the water control handle. Damp wipe the inside and outside of the shower curtain. Clean inside and outside of the bathtub and all hand fixtures and wipe dry. Cleaning cloth should be rinsed frequently.
- Change disinfectant solution in the hand bucket and wash the entire bed including frame, mattress, and pillow.
- Damp wipe all surfaces of furniture paying special attention to the inside of drawer slides, hinges, and handles of the bedside stand and over bed tables.
- Damp wipe over bed lights, windowsills, closet shelves and any other horizontal surfaces. Special attention should be taken when cleaning the room sinks, counter tops and cabinets, including all handles and hinges. Cloth should be rinsed frequently.
- Spot wash walls of room, bathroom, closet, and blinds where obvious spills or spots are present.
- Damp mop floors with the disinfectant solution in accordance with procedure.
- Remake bed and stock supplies.
- Deliver any patient belongings left in the room to the nursing station and report any items in need of repair or replacement.

Follow-up: The supervisor will make random inspection of the areas cleaned and will periodically check to ensure procedures are being followed properly.

Occupied Isolation Room Cleaning

- Manpower – one person

- Equipment (sole use)
 - Cleaning cloths
 - Dust mop and cover
 - Dust pan and brush
 - Wet mop and handle
 - Mop bucket and wringer
 - Hand bucket
 - Bowl mop and caddy
 - Isolation cart equipment (mask, gown, and disposable gloves)
- Materials
 - EPA hospital approved disinfectant
 - Hospital approved hand soap
 - Toilet tissue
 - Paper towels
 - Disinfectant bowl cleaner
 - Spray bottle of glass cleaner

Preparation and set-up

- Equipment and materials
 - Assemble all equipment and materials for sole use of isolation room cleaning at the Housekeeping Department closet nearest the unit to be cleaned. Before entering the room, the housekeeper will read the sign posted outside the door and follow all precautions to the fullest extent. If a sign is not posted, the housekeeper will notify the charge nurse.
 - Once all equipment and materials are assembled, transport them to the door outside the unit to be cleaned. Position so as not to block the corridor.
 - Read the isolation card on the isolation room door to determine the protective clothing to be worn and the special technique and precautions to be observed. There shall be no deviation from the requirements.
 - Put on the gown, mask, and disposable gloves, if indicated.

Standard method of performance

Isolation units are cleaned at the end of each day after all other units are cleaned unless instructed by the supervisor.

- The contractor employee will enter the room carrying all cleaning equipment and materials. Once in the room, do not leave the unit with the gown on.
- Remove trash as described previously, damp wipe outside of container, and re-line.
- Dust mop the patient's room and the bathroom floors following written procedures.
- Fill hand and mop buckets with appropriate hospital approved disinfectant.
- Damp dust all furniture, equipment, and horizontal surfaces. Damp dust over bed light, windowsills, doorknobs, and around light switches.
- Wall spot cleaning may be required if visibly soiled.
- Damp wipe sink, shower/tub, and toilet as stated in isolation discharge and restock supplies.
- Damp mop the floor using damp mopping procedure.
- While wearing gloves, remove the wet mop head, and dust cover and double bag it, place it on the housekeeping cart.
- Dump water from buckets.

Clean-up procedures

- Wipe all equipment taken into the room and place on housekeeping cart.
- Put used cleaning cloth in plastic bag with mop head and place on housekeeping cart.
- Remove protective clothing and discard in trash.
- Transport all equipment and material to Housekeeping.

Follow-up: The contractor will ensure only isolation trained personnel perform these duties and the COTR will verify compliance.

Isolation Discharge

Requirements

- Manpower – one person
- Equipment (sole use)
 - Cleaning cloths
 - Dust mop and cover
 - Dust pan and brush
 - Wet mop and handle
 - Hand bucket
 - Isolation cart equipment (mask, cap, gown, and disposable gloves)

Housekeeping personnel should use the same precautions to protect themselves during cleaning that they would use if the patient were still in the room.

- Materials
 - EPA hospital approved disinfectant
 - Paper towels
 - Toilet tissue
 - Plastic liners
 - Disinfectant bowl cleaner
 - Spray bottle of glass cleaner
 - Hospital approved hand soap

Preparation and setup

- Notification. Nursing staff will notify Housekeeping that a discharge is being made and type of isolation. Before entering the room, the housekeeper will read the sign posted outside the door and follow all precautions to the fullest extent.
- Equipment and materials
 - Assemble all equipment and materials for sole-use isolation room cleaning at the Housekeeping Department closet nearest to the unit to be cleaned.
 - Once all equipment and materials are assembled, transport them to the door outside the unit to be cleaned. Position so as not to block the corridor.
 - Depending on type of isolation, remove gown, mask, and gloves from isolation cart outside patient's door furnished by hospital staff and place on body using written procedures. Once inside the room, do not leave the unit with the isolation attire on.

Standard method of performance

- The contractor employee will enter the room carrying all equipment and materials. The employee will proceed to bag all linen and trash. Bedside/privacy curtains will be taken down and removed from the room for laundering by Nursing Service personnel.

- Using dust mop and cover, mop patient's room, closet, and bathroom floors using written procedures.
- Damp wipe bathroom vent, doors, doorknobs, door frames, and around light switches and heating units. With disinfectant bowl cleaner and bowl mop, clean toilet bowl. Damp wipe exterior with cloth including pipes and flush handle. Damp wipe soap dispenser and medicine cabinet and clean mirror with glass cleaner and paper towels.
- Using a clean cloth dampened with disinfectant detergent solution, start at the top of the shower stall walls and wash down the walls to the floor of the shower stall. Wash the shower head and the water control handle. Damp wipe shower floor paying attention to the corners. Damp wipe inside and outside of shower curtain. Using disinfectant solution, clean inside and out of the bathtub and all hand fixtures and wipe dry. Cleaning cloth should be rinsed frequently.
- Damp wipe bathroom trash can inside and out
- Dump water in hand bucket and flush and mix new solution.
- Wash the entire bed including mattress and pillow using written procedures.
- Damp wipe all surfaces of furniture paying special attention to the inside of drawers, inside of bed side stand where the drawers slide, hinges and handles of the bed lights, windowsills, closet shelves, and any other horizontal surfaces. Special attention should be taken when cleaning the room sinks, counter tops and cabinets including all handles and hinges. Cloth should be rinsed frequently.
- Spot wash walls of room, bathroom, closet, and blinds where obvious spills or spots are present.
- Remove trash and place in large trash barrel outside room. Remove linen bag and place in Soiled Laundry bin.
- Damp mop the floors using written procedures.

Clean-up procedures

- Dump hand and mop bucket solution in the toilet and flush.
- Remove mop head and dust mop cover putting them in a plastic bag. Place on housekeeping cart.
- Damp wipe handles, frames, and surfaces of all equipment taken into the room. Holding the equipment with a damp cleaning cloth, set equipment into the hallway and place used cloth in a plastic bag and put on housekeeping cart.
- Remove protective clothing and place in trash bag. Wash hands following written procedures and place soiled paper towel in trash.

Follow-up procedures

- Go to the Linen room or cart and pick up sheets and pillow cases. Obtaining and the replacement of clean cubicle/privacy curtains is the responsibility of Nursing Services.
- Make the bed following written procedures. Restock supplies.
- Notify charge nurse that room is complete.
- Return Housekeeping cart to Housekeeping closet.
- Disinfectant fogging is an unsatisfactory method of decontaminating air and surfaces and is not used.
- Airing a room is not an effective terminal disinfection procedure and is not necessary. However, in the case of Airborne Isolation Precautions, the room should remain closed for

one (1) hour after the patient is discharged, keeping the doors closed and negative air flow intact.

Nursery Cleaning

Requirements

- Manpower – one person
- Equipment
 - Cart
 - Cleaning cloths
 - Dust mop and cover
 - Dust pan and brush
 - Wet mop
 - Mop bucket with wringer
 - Bowl mop and caddy
 - Hand bucket
- Materials
 - EPA approved hospital disinfectant
 - Paper towels
 - Plastic trash can liners
 - Spray bottle of glass cleaner
 - Hospital approved hand soap

Preparation and setup

- Equipment and materials
 - Check cart to make sure all equipment and chemicals are present.
 - Transport cart into the area to be cleaned. Make sure cart is close to wall and does not block the corridor or room.

The following procedures deal with normal daily care of nursery areas, including Intensive Care Nursery, Newborn, and premature areas. This procedure also explains the proper care of the bassinets and terminal cleaning of the nursery.

Standard method of cleaning

- Remove the trash and wipe down inside and outside of the containers with a cloth dampened with disinfectant.
- Damp dust all horizontal surfaces with disinfectant solution.
- Wash sinks, counter tops, telephone, window ledges, shelves, oxygen outlets, paper towel, and soap dispenser with the cloth dampened with disinfectant.
- Dust mop the floor.
- Damp mop the floor with disinfectant solution.
- Make sure furniture is arranged properly.

Special instructions

- Cleaning of bassinet and isolettes
 - Wash bassinets and entire isolettes with disinfectant solution and dry with a clean cloth.
 - Wash shelves, casters, legs of equipment, interior and exterior of bassinet and isolettes.
 - Wash mattress with disinfectant solution and dry with a clean cloth.
 - Remake bassinet with fresh linen.

Clean-up procedures

- Wipe all equipment taken into the room and place on housekeeping cart.
- Transport all equipment and material to Housekeeping.
- Leave the room and continue on with the next room.

Follow-up: The Supervisor will make random inspections of the areas cleaned and will periodically check to ensure procedures are being followed properly.

Intensive Care/Coronary Care Unit.

Requirements

- Manpower – one person
- Equipment (sole-use)
 - Cart
 - Cleaning cloths
 - Dust mop and cover
 - Dust pan and brush
 - Wet mop and handle
 - Mop bucket with wringer
 - Bowl mop and caddy
 - Hand bucket
- Materials
 - EPA hospital approved disinfectant
 - Paper towels
 - Plastic trash can liners
 - Disinfectant bowl cleaner
 - Hospital approved hand soap

Preparation and setup

- Check chart to make sure that all equipment and chemicals are present.
- Transport cart into area to be cleaned. Make sure that cart is close to wall and does not block the corridor or door.
- Fill mop and hand bucket with cold water and add disinfectant.

Standard method of performance

- Empty wastebaskets, damp wipe inside and outside of can with disinfectant solution and re-line with plastic liners.
- Dust mop floors.
- Wash sink, soap, and paper towel dispenser with cloth dampened with disinfectant solution.
- Spot wash the wall if needed. Walls must be cleaned if they are visibly soiled.
- Damp dust all horizontal surfaces, furniture, and wall attachments with disinfectant solution.
- Damp dust over bed tables, over bed lights, ledges, wall attachments, chairs, and other furniture with disinfectant solution.
- Restock cleaning supplies.
- Damp mop floor with the disinfectant solution.
- It is extremely important to change the water in the hand bucket after no more than three rooms or sooner if the water appears dirty.

Clean-up procedures

- Wipe all equipment taken into the room and place on housekeeping cart.

- Transport all equipment and material to Housekeeping.
- Leave the room and continue on with the next room.

Follow-up: The supervisor will make random inspections of the areas cleaned and will periodically check to ensure procedures are being followed properly.

Cleaning and Care of Housekeeping Equipment

The following steps are to be performed daily in the care and cleaning of housekeeping equipment.

- Cleaning carts
 - Remove all supplies and place in housekeeping closets.
 - Wash down cart using a cloth dampened with disinfectant solution.
 - Take a dry cloth and wipe cart until dry. This process will prevent rusting.
- Hand buckets and mop buckets
 - Using a cloth dampened with a disinfectant solution wipe the inside and outside.
 - Dry each, using a dry cloth and return to the cart.
- Mop wringers
 - Wash thoroughly using a cloth dampened with disinfectant solution.
 - Remove all foreign material including loose mop strings.
 - Dry wringer using a dry cloth, to prevent rusting.
 - Return to mop buckets.
- Mop heads
 - Return all mop heads to the Housekeeping Department at the end of each shift.
 - Dirty mop head will be cleaned at the end of the day.
 - Clean mop heads will be issued daily to employees.
- Mop handles
 - Wipe the mop handle with a cloth dampened with disinfectant solution.
 - Dry handles.
- Spray bottles
 - Wipe the bottles with disinfectant solution.
 - Dry bottle and place on the cart.
- Toilet bowl mop and caddy
 - Wash mop and caddy with disinfectant solution.
 - Wipe the caddy dry and place in the cart.
 - Squeeze as much water as possible out of the mop and place in plastic bag to be removed for cleaning.
- Buffing machine
 - The buffer should be thoroughly cleaned and polished and the end of each day. The electric cord is washed and dried with a dry cloth. Wheels are also cleaned and oiled and then stored in the housekeeping storeroom for the next day.
 - The buffing machine is checked for defects such as loose bolts, broken parts, breaks in cord, etc. by the on-duty housekeeping supervisor as stated in Quality Control program. If during an inspection a need is found for repairs, the machine is then sent out for repair.
- Buffing pads
 - Buffing pads will be discarded after use.

- Wet-dry vacuum/carpet soil extractor
 - Dump all the collections in the housekeeping closet sink.
 - Wash tank with the disinfectant solution thoroughly and wipe dry with dry cloth.
 - Take the equipment to the housekeeping storeroom at the end of the shift.

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