

Utah State Hospital Housekeeping Manual

SUBJECT: UNIT CLEANLINESS REFERENCE GUIDE

PURPOSE:

Together as a team at the Utah State Hospital, each person does make a difference and needs to take an active role in its' environment. The guidelines enclosed are standardized for use throughout our facility dealing with cleaning and infection control issues.

GOAL:

The goal of this ready reference is to educate in order to ensure a safe, healthy, pleasant environment is provided for our patients, visitors and staff.

HAZARD COMMUNICATION:

It is recognized that some job-related procedures frequently require the use of chemicals, which have hazardous properties. A written Hazard Communications Program was implemented in each department and work area at Utah State Hospital. Each employee may review this program, found in the front of each Material Safety Data Sheet (MSDS) book, during his or her shift.

MSDS:

Consult the MSDS book for specifics concerning the chemicals with which you work. You may also find many of the commonly used chemicals' MSDS under the icon "MSDS" on your computer. You have the right to know, under OSHA regulations, the health and safety procedures and appropriate precautions. It is the responsibility of each employee to follow MSDS guidelines. Remember that the MSDS does not give dilution ratio for the chemical. This information is found on the chemical label.

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Section I: Guideline

Cleaning takes a team effort. Everyone is responsible to pick up after themselves. Stay alert while using chemicals and equipment.

Safety guidelines work for you. Read, understand, know and adhere to warnings, dilution ratio, usage, and safety precautions for all chemicals in your area. Handle, use, dilute and store chemicals correctly.

Know where your Material Safety Data Sheets (MSDS) are kept. Make sure all spray bottles are labeled correctly. Replace defaced labels in any form immediately. You may obtain labels either from warehouse or housekeeping. Staff must dilute all concentrated chemicals. Patients use only diluted, ready to use chemicals for cleaning. Patients are never allowed to use acid cleaners. Always wear gloves. Use clean rags daily in each area. Wash hands before and after cleaning. Clean from top to bottom, from the least contaminated to the most. Remove loose dirt and debris before washing or mopping. Use wet floor signs. Change cleaning water when obviously dirty and after cleaning restrooms. (Soil uses up the effect of the solution resulting in soil being redistributed, creating conditions worse than before cleaning). Take out trash daily. Tie trash bags at top. Keep closets clean and orderly, put mop buckets and equipment away clean. Do not store soiled mops or/and rags in closets.

Vacuum daily. Change bag when 2/3 full. Wipe vacuum down with disinfectant solution daily after use including the cord. Do not vacuum over the cord. Report any unsafe conditions to your environmentalist immediately. Do not use any electrical equipment that is damaged.

Section II: Common Cleaning Mistakes

1. Wet Floor Mopping
 - 1.1. Over use of chemical
 - 1.2. Failure to change dirty water
 - 1.3. Failure to change mop
 - 1.4. Failure to sweep floor first
 - 1.5. Mop not wrung out properly
 - 1.6. Over use of water leaving floors too wet
 - 1.7. No use of wet floor sign
2. General Cleaning
 - 2.1. Improper Chemical Mixture
 - 2.2. Improper Use of Chemicals

Section III: Cleaning of Bodily Fluid Spills (Blood, Vomit, Urine, Feces, Mucous, Spit, Etc.)

1. Blot with COLD Water (hot/warm water set stains) to remove bulk of the spill.
2. Using label directions mix a solution of enzyme (Liquid bacteria chemical which may be ordered from the warehouse, use label directions) and with a rag blot the area again, picking up as much of the spill as possible.
3. Blot again with plain COLD water.
4. Follow by spraying entire area with properly diluted (pre-mixed) Uniquat.
5. Notify Custodial Service of where, when, and what the spill was ASAP.

Section IV: Food and Other Spills (Sugars, Mustard, Candy, Soda, Washable Ink, Etc.)

1. Blot up liquids or scrape up solids.
 - 1.1. Apply properly diluted (pre-mixed) Uniquat (which is a mild detergent as well as a disinfectant).
 - 1.2. Blot dry
 - 1.3. Repeat if necessary
 - 1.4. Call Custodial Service for removal of any stain after the above has been applied.
2. For paint, grease, gum, lipstick, fingernail polish, crayon, tar, etc., DO NOT DO THE ABOVE.
 - 2.1. Do not rub or smear.
 - 2.2. Contact Custodial Services ASAP.
3. Major Spills such as: Sewer backup, broken water pipes, etc.
 - 3.1. Try to contain the spill
 - 3.2. Notify Maintenance Department immediately
 - 3.3. Notify Custodial Services immediately
 - 3.4. Custodial staff is available between the hours of:
6:00 AM to 2:00 AM, Monday through Thursday
6:00 AM to 4:30 PM, Friday, Saturday, Sunday, and holidays
 - 3.5. For off hours contact Switchboard
4. Large Chemical Spills:
 - 4.1. Refer to MSDS
 - 4.2. Follow the above

Section V: Infectious Waste

Policy

Infectious waste disposal is the responsibility of the Environmental Service Department. The nursing personnel will designate infectious waste material as such by placing in color-coded liners of low-density polyethylene at least 3-mil. in thickness.

Definitions

Infectious Waste: Broad term to describe any waste that could potentially spread infection or harm to someone handling the waste. Including: sharps (i.e. needles, scalpels, broken glass, razors); single patient use items visibly contaminated with blood (i.e. dressings, gloves); discarded pathologic waste (i.e. unused blood, extracted teeth or tissue samples); and other soiled items (i.e., any item used by the patient with infectious diarrhea or infectious sputum (TB) determined by the RN on duty to be contaminated or potentially infectious).

Single Patient Use Items: Examples – dressings, chux, nasogastric tubes, IV catheter, urinary drainage systems, gloves oxygen tubing, suction equipment.

Procedure

1. Properly bag infectious waste.
2. Infectious waste is properly bagged in RED liners and tied.
 - 2.1. Bagged infectious waste is deposited in the “Infectious Waste Sheds or specially marked Bins” by nursing personnel.
 - 2.2. Infectious waste sheds are located outside of the Medical/Surgical (MS), Youth Center, Forensic, and Rampton II buildings. The Rampton I building has RED infectious waste bins located in the North and South soiled utility rooms.
 - 2.3. Each shed and bin holds two plastic containers which are lined with RED infectious waste liners draped over all edges.
3. Removal of Infectious Waste is handled by Housekeeping staff.
 - 3.1. Containers are picked up every Tuesday and Friday by the Environmental Service Department.
 - 3.2. Prior to removal, the red liners are tied at the top and the cans are covered tightly.
 - 3.3. The cans are transported to a designated holding shed located on the North side of Laundry Building.
 - 3.4. A contracted waste management company picks up the plastic containers of infectious waste every 30 days.
 - 3.5. The contracted company supplies disinfected replacement containers.
 - 3.6. The Environmental Service van used for transporting infectious waste is disinfected after each use.

3.7. All Infectious waste sheds are cleaned and disinfected at least once every 30 days (more often if contamination or spillage is evident)

4. Proper Handling of Infectious Waste:

4.1. During all handling, cleaning and decontamination procedures, all personnel will practice standard precautions, including but not limited to the following safety wear: Nitril gloves and smocks/overalls that protect their clothing.

4.1.1. After completion of handling Infectious Waste, all employees are to immediately remove and dispose of their gloves and wash their hands with antibacterial soap.

4.1.2. Eating, drinking, smoking, handling cosmetics, and handling contact lenses are prohibited during handling and storage of Hazardous waste, the cleaning of containers, holding room or van.

Section VI: Laundry and Trash

Soiled Linen

1. All linen is to be bagged in the provided laundry bags.
 - 1.1. All linen bags are to be tightly closed and placed in proper area for soiled linen.
2. The grey clean linen only carts are not to be used for anything except clean linen.
 - 2.1. NOTE: If the grey cart is not placed in the designated area by 10:00 a.m. the day after delivery, the Unit will be liable to pick up their next clean linen delivery as laundry will not have a clean linen cart to deliver the linen to the unit.
3. Any blood SATURATED linen is considered to be bio-hazardous and is to be disposed of as infectious waste.

Trash

1. All trash bags are to be tied and placed in the nearest dumpsters placed in various locations through out the facility.
2. Trash is to be carried, not dragged, or placed in proper tote carts to the destination.
 - 2.1. Tote carts are to be disinfected by the unit staff after each emptying.
3. Trash is to be disposed of in proper area ASAP.
 - 3.1. It is not to be stored (piled up) in the unit halls or soiled utility rooms, or Forensic receiving port.

Section VII: Unit Dorm Cleaning

1. All dorms are deep-cleaned once a week by Housekeeping.
 - 1.1. What needs to be done BY UNIT STAFF in dorms scheduled to be deep-cleaned:
 - 1.1.1. Be sure patient(s) are up and out of the dorm.
 - 1.1.2. Strip beds and place in laundry hamper.
 - 1.1.3. Remove any obstacles on floors (clothes, shoes, books, etc.) and put into proper place.
 - 1.1.4. Clear off stands, dressers, and sinks.
2. What needs to be done daily in dorms not cleaned that day by Housekeeping:
 - 2.1. Make beds in a.m.
 - 2.2. If beds have been soiled wipe down with Uniquat disinfectant solution.
 - 2.3. Check for and remove any food items
 - 2.4. Personal items should be arranged neatly
 - 2.5. Floor should be clear of any obstacles
 - 2.6. Sinks in dorms should be cleaned with disinfectant
 - 2.7. Clean mirrors with glass cleaner
 - 2.8. Sweep & mop or vacuum if applicable
 - 2.9. The lockers &/or dressers should be cleaned inside with Uniquat
3. Unit is responsible to clean med rooms & kitchens daily.

Section VIII: Unit Restroom Disinfecting

1. Housekeeping disinfects all restrooms once daily, Monday through Friday, and acid-cleans them once every other week.
2. Unit staff are to prepare restrooms for Housekeeping to disinfect by doing the following:
 - 2.1. Remove any towels, clothes, shampoo, soap, etc.
 - 2.2. Restroom should be empty of any items other than the shower curtain.
 - 2.3. Unit staff to fill all dispensers (toilet tissue, towels, soap)
3. Unit staff are responsible to check the restrooms throughout the day, evening, and night for messes (disinfect if necessary), clogged toilets, and sinks.
 - 3.1. Unit is responsible to place work orders when necessary using the e-mail "ushmaintenance" mailbox.
 - 3.2. If toilets are clogged or other serious work orders are needed, place the work order and call the Support Services / Facilities secretary at ext. 44240 ASAP.
 - 3.2.1. After plumber has fixed the problem, the restroom needs to be disinfected immediately by unit staff if Housekeeping is not available.
 - 3.3. If toilets are clogged and / or restrooms are disorderly, (DO NOT LOCK DOORS until the bathroom has been disinfected), disinfect the restroom immediately, especially if bodily fluids are present.
4. Housekeeping does not service the units on weekends or holidays. Unit staff are responsible to disinfect the restrooms daily which includes the following:
 - 4.1. Remove any towels, clothes, shampoo, soap, etc.
 - 4.2. Fill all dispensers (toilet tissue, towels, soap).
 - 4.3. Disinfect all surfaces.
 - 4.4. Clean mirror with glass cleaner.
 - 4.5. Empty trash container and disinfect.
 - 4.6. Sweep and mop with disinfectant.
 - 4.7. Check all unit restrooms at regular intervals.

COMMONLY USED CHEMICAL LIST

HOUSEKEEPING CHEMICALS	USES AND PURPOSES	AMOUNT
<p>UNIQUAT: DISINFECTANT ORDER FROM WAREHOUSE</p>	<p>TO DISINFECT ALL HARD SURFACES (FLOORS PORCELAIN, TILE, WALLS, ETC.) ALL NON-FOOD CONTACT AREAS</p>	<p>THIS CHEMICAL WHEN DISPERSED THROUGH THE MACHINE IS PRE-MIXED.</p>
<p>KILL-BAC: FOOD AREA SAFE <u>SANITIZER</u> KEEP OUT OF REACH OF PATIENTS ORDER FROM WAREHOUSE</p>	<p>USED WHERE ORGANIC MATTER ACCUMULATES, SUCH AS MOLD AND MUSTY PLACES: REFRIGERATORS, DINING TABLES, EQUIPMENT, ETC.</p>	<p>1 OZ. PER 4 GALLONS OF WATER MIX ONLY WITH WATER</p>
<p>SAMSON: ALL-PURPOSE HEAVY DUTY CLEANER. <u>NON-DISINFECTANT</u>. ORDER FROM WAREHOUSE</p>	<p>USED ON WALLS, WOODWORK, BLINDS, PLASTIC, UPHOLSTERY, GARBAGE CANS (TO CLEAN, NOT DISINFECT) ETC. <u>DO NOT USE ON WAXED FLOORS AS THIS CHEMICAL ACTS AS A MILD FLOOR STRIPPER.</u> THIS CHEMICAL MUST BE RINSED WITH CLEAR WATER</p>	<p>2 OZ PER GAL. OF WATER FOR GENERAL CLEANING; 3 OZ PER GAL OF WATER FOR HEAVY SOIL MIX ONLY WITH WATER</p>
<p>HY-KO GLASS CLEANER; ORDER FROM WAREHOUSE</p>	<p>USED IN CLEANING ALL GLASS SURFACES: WINDOWS, MIRRORS, ETC.</p>	<p>USE FROM SPRAY BOTTLE. 1 PART GLASS CLEANER TO 7 PARTS WATER. INCREASE CLEANER 1 TO 5 IN COLD WEATHER OR PER DIRECTIONS ON THE LABEL. MIX ONLY WITH WATER</p>
<p>BEST SCENT: AIR FRESHENER ORDER FROM WAREHOUSE</p>	<p>USED TO FRESHEN AIR SPRAY AS NEEDED TO CONTROL ODOR</p>	<p>FOLLOW INSTRUCTIONS ON CONTAINER MIX ONLY WITH WATER</p>
<p>LIQUID ALIVE (MISTY): DIGESTS LIVING BACTERIA</p>	<p>USE TO CONTROL ODOR IN DRAINS, OR FROM URINE, FECES, AND VOMIT. NOT A DISINFECTANT. IF DISINFECTING IS ALSO NECESSARY A DISINFECTANT MUST ALSO BE USED AFTER APPLICATION.</p>	<p>FOLLOW INSTRUCTIONS ON CONTAINER <u>MIX ONLY WITH WATER</u></p>
<p>EMERGENCY POWDER</p>	<p>USED ON FLUID SPILLS (INCLUDING BODILY FLUIDS IE: BLOOD, VOMIT, ETC.) SOLIDIFIES FLUIDS FOR EASY PICK UP</p>	<p><u>FOLLOW INSTRUCTIONS ON CONTAINER</u></p>
<p>VINEGAR, (WHITE)</p>	<p>1. TO REMOVE HARD WATER FROM GLASS, WINDOWS, STAINLESS STEEL, AND ETC. 2. ALTHOUGH THIS IS A FOOD ITEM, IT DOES CONTAIN ACID AND IS NEVER TO BE MIXED WITH ANY OTHER CHEMICALS INCLUDING WINDOW CLEANER</p>	<p>ONE OUNCE PER GALLON OF WATER <u>MIX ONLY WITH WATER</u></p>
<p>BAKING SODA</p>	<p>1. FOR CLEANING REFRIGERATORS 2. KEEP OPEN BOX IN FRIDGE TO ABSORB ODORS. <u>CHANGE EVERY MONTH.</u> POUR CONTENTS OF OLD BOX INTO SINK TO DEODORIZE. RINSE WELL.</p>	<p>MIX 2 TABLESPOONS PER GALLON OF WATER TO USE FOR CLEANING</p>

Section IX: Equipment and Supplies

1. Laundry supplies, mops and rags to the units
2. Unit staff are responsible to order the housekeeping needs from warehouse:
 - 2.1. Brown paper bags for trash cans
 - 2.2. Dispenser soap containers
 - 2.3. Paper towels and toilet tissue
 - 2.4. Uniquat disinfectant
 - 2.5. Live bacteria (enzyme) chemical
 - 2.6. Glass Cleaner
 - 2.7. Mop handles and brooms
3. Contact custodial services for further information on supplies and equipment at Ext: 44720 or 44723

Section X: Training Checklists – For your convenience

RESTROOM TRAINING CHECK OFF SHEETS

TRAINEE: _____

TRAINER: _____

DATE: _____

RESTROOMS (Part I):
DAILY CLEANING & DISINFECTING:

	<u>TRAINEE</u>	<u>TRAINER</u>
Standard Precautions: (Gloves, etc.)	_____	_____
Type of Chemicals to Use:	_____	_____
How to Use Chemicals:	_____	_____
High Dusting	_____	_____
Light Fixtures & Mirrors	_____	_____
Sinks	_____	_____
Walls and Partitions	_____	_____
Stainless Steel	_____	_____
Toilets & Urinals	_____	_____
Dispensers (clean and fill)	_____	_____
Trash Can (empty & clean)	_____	_____
Floor	_____	_____
Floor Signs	_____	_____

Section XI: Daily Checklists

DORM CLEANING TRAINING CHECK OFF SHEETS

DATE: _____

DORMS (Part I)
GENERAL CLEANING

TRAINEE:

TRAINER:

Standard Precautions:
(Gloves, etc.)

Type of Chemicals to Use:

How to Use Chemicals:

Wet Disinfectant Dusting

Dry / High Dusting

Disinfectant Mattress &
Bed Frame

Trash Cans (empty & clean)

Sinks

Floors:
(Carpet and/or Tile)

Floor Signs (if applicable)
