Cleaning Health Services

Frequency

Daily

Materials & Equipment

Appropriate sized trash and recycle bags
Backpack vac
Red and blue microfiber cloths
Disinfectant cleaner
All-purpose cleaner
White flags
Microfiber mops and bucket
Johnny mop
Paper products

Areas Where Applicable

Exam rooms/labs, common areas and restrooms. Health Services uses a system to denote required cleaning. Black and white “flags” are the bars outside exam rooms. If exam rooms needs to be cleaned the black flag is out in the doorway. After cleaning, the black flag is lowered and a white one is raised in the door way. If an office has a pink door hanger this mean that that room is clean. If there is no hanger, then the office requires cleaning.

Preparation of Materials

Make sure to have all products/materials on hand and ready to use.

NOTE: Only clean clear spaces in offices. Do not move personal items in order to complete cleaning.

Procedure

1) Begin by removing trash and recycling in the exam rooms and labs.
2) Then spray blue microfiber cloth with disinfectant and wipe down all touch points in the labs and exam rooms. This includes door knobs, light switches, entire exam table including foot rest, chair arms, stool, counter, door pulls, sink and writing table. Change the microfiber cloth if it becomes soiled. Allow 10 minutes dwell time.
3) Vacuum the lab and exam room floors or mop then using all-purpose cleaner.
4) Then, refill hand towel, soap, and hand sanitizer dispensers if needed and put out a white flag as you are finished with the exam rooms and labs.
5) Next, move to the common areas and spray blue microfiber cloth with disinfectant and wipe down all touch points. This includes door knobs, tables, chair arms, counters, sinks, light switches, keyboards and mice, phone receivers, buttons, and window ledges. Dust shelves, clean windows, and vacuum all carpeted spaces.
6) Clean the restrooms. (See restroom cleaning procedure.)

Safety & PPE Recommendations

Recommended PPE includes hand and eye protection.

Performance Standards

All areas should be clean and free from soil. Certain areas should be disinfected if required.