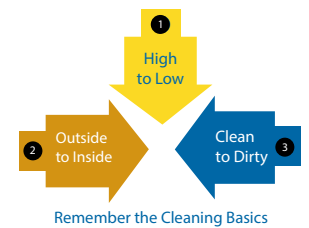


Exam/ Patient Room: Routine and Discharge



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.

