

# 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

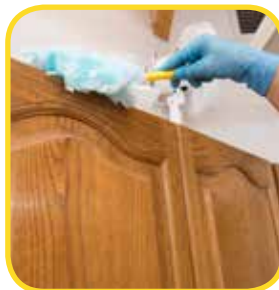
- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

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.



