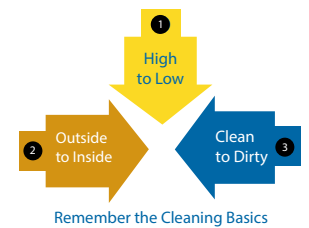


Office



PURPOSE:

To provide a clean working environment for staff

Note: If offices are being used to see patients then rooms should be cleaned daily using Exam/Patient Room: Routine and Discharge procedure; otherwise, offices can be cleaned once per week with daily garbage pickup.

MATERIALS:

- Disposable gloves
- If needed:
 - Disposable gown
 - Disposable mask with eye protection
 - Heavy duty or utility gloves
- Prepared Cleaner/Disinfectant solution in cleaning 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
- 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



- Clean up any blood and body fluids spills as outlined in the Blood and Body Fluid Spills procedure.
- Remove your 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.

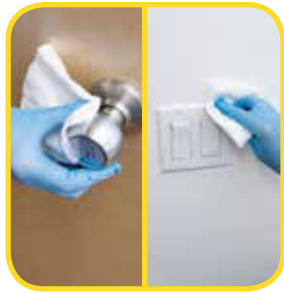
4



- Start routine cleaning by using a dusting wand to reach items such as a fan or ceiling light.



5



- Use the cleaning cloths with Cleaner/Disinfectant solution to wipe dirty areas on the walls (spot clean) and items on the walls such as bulletin boards, light switches, doors and frames, window sills PLUS mirrors and windows.

6



- Polish mirrors and windows using a glass cleaner.

7



- After the wall attached items are done, use cleaning cloths to wipe other items such as tables and chairs, desk, phone, and computer.
- Clean the toys if toys for patients are stored in office. For more details on the cleaning of toys, see the Toy procedure.

8



- Set up wet floor sign before cleaning the floor.



9



- Sweep up large chunks of dirt and place in garbage can using a brush and dustpan.
- Empty the garbage cans.
- Wipe the inside and outside of garbage cans using cleaning cloths and Cleaner/Disinfectant solution.

10



- Shift easily moved objects out of the way to make cleaning easier.
- Scrape any gum/sticky spots.
- Dry mop floor.
- If floor has carpet: vacuum carpet – Do Not dry mop or damp mop the carpet.

11



- Damp mop floor.

12



- Remove the wet floor sign after the floor is dry.
- Put liner bags in garbage cans and place them back in the the right place.
- Set up the furniture if it was moved.



13



- Remove gloves and put in garbage.
- Do hand hygiene.



