

# Waiting Room



## PURPOSE:

To provide a clean waiting room for patients and visitors

## MATERIALS:

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



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



5



### 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 hand rails, bulletin boards, light switches, doors and frames, window sills PLUS mirrors and windows.

6



- Polish or shine chrome and glass with glass cleaner.

7



- Use a cleaning cloth to wipe other surfaces such as tables, chairs, TV, phone, water cooler and toys.
- See the Toys procedure for more details on the cleaning of toys.

8



- Set up wet floor sign before cleaning the floor.



9



- Empty any garbage cans.
- Wipe the inside and outside of garbage cans using cleaning cloths.
- Remove gloves and do hand hygiene.

10



- Shift easily moved items out of the way to make cleaning easier.
- Scrape any gum/sticky spots.
- Sweep up large pieces of dirt and place in garbage can using a brush and dustpan.
- Dry mop floor.

11



- Damp mop floor.

12



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

13



- Before leaving the room, remember to remove dirty gloves.
- Do hand hygiene.



14



- Check hand sanitizer dispensers and replace the bags if necessary.



