

<b>Policy Title:</b> Housekeeping			
<b>Department/Unite:</b> Infection Control Unit.		<b>Policy Number:</b> UOJ-MSA-IC-P/02	
<b>Replaces No.:</b>		<b>Creation Date:</b> 10/10/2022	
<b>Effective Date:</b>		<b>Review Date:</b>	
<b>Revision History</b>			
<b>Subject</b>	<b>Changes made</b>	<b>Done by</b>	<b>Revision date</b>

1. **CONDITIONS:** 1.1 The General Maintenance department
2. **PURPOSE:** 2.1 Training and education of cleaning workers on the correct foundations and approved protocols in cleaning and sterilizing health facilities to prevent disease outbreaks and transmit them during cleaning
3. **DEFINITIONS:** 3.1 Develop and maintain effective and efficient cleaning methods and schedules which are necessary to provide a clean healthy environment for patient, staff, and visitors.
4. **Related Documents:** 4.1 Hand Hygiene (UOJ-MSA-IC-P/09)  
4.2 Masking (UOJ-MSA-IC-P/19)  
4.3 Personal Protective Equipment (UOJ-MSA-IC-P/30)
5. **POLICY:** 5.1 It is the University of Jeddah Medical Center policy to control bacteria, improve sanitation of the environment and interfere as little as possible with patient's treatment
6. **PROCEDURES:** **6.1 Safety Precautions:**  
6.1.1 Knock on door before entering to the room  
6.1.2 be as quiet as possible  
6.1.3 Do not transfer a patient's belongings to another area  
6.1.4 Report all damaged furnishes  
6.1.5 Do not put patients' clothes or bed linen on the floor  
6.1.6 Take utility cart to room (place at door) and empty all trash cans  
6.1.7 Avoid injury by lifting waste bag liner by tip and discard trash in lined bag on utility cart  
6.1.8 Clean interior and exterior of trashcan with germicidal detergent solution  
6.1.9 Place a new liner in can and return trashcan to its proper position  
6.1.10 all personnel are oriented at employment and annually on infection control comprehensive precautions and precautionary measures  
6.1.11 Record of attendance and participation in lectures are required  
6.1.12 Employees who have developed an infectious or communicable disease will report to their supervisor who will report the condition to the infection control officer

6.1.1.3 Cleaning protocols – patients' rooms and maintaining it

6.1.14 Equipment well organized by the utility cart

## 6.2 High Dusting and wall washing:

6.2.1 Pay special attention to vents, overhead lights, picture frames, radiators, venetian blinds and exterior all toilet doors

6.2.2 Spot wash walls, door frames, around light switches and door knobs

6.2.3 Clean windows

## 6.3 Clean desk and furniture:

6.3.1 Dust furniture and desk by moving items and replacing in proper order

6.3.2 Dust head of bed and pay special attention to bottom and side rails

6.3.3 Clean lamp

6.3.4 Wax furniture, if needed

## 6.4 Clean bathroom:

6.4.1 Use proper bathroom cleaning procedure: clean shower stuff and floor, clean Toilet, inside and out, clean sink, clear floor

6.4.2 Restore supplies, such as soap and toilet paper

6.4.3 Use air freshener, as needed only

6.4.4 Must be cleaned every shift and visibly solid

## 6.5 Cleaning protocol: patients' care's rooms care - discharge

6.5.1 Equipment: well-stocked utility cart

6.5.2 Report all damaged furnishings

6.5.3 Knock on door before entering

6.5.4 Be as quite as possible

6.5.5 Do not transfer a patient's belongings to another area

6.5.6 Wear gloves

6.5.7 Notice is giving to housekeeping services by nursing services department by the heard nurse on the floor/ward with the name and room number of patient being discharged, housekeeping and services department, then get that bed and area ready as soon as possible for the next incoming patient

6.5.8 Pick-up clean linen from laundry closet-fitted sheet

6.5.9 Get vacuum cleaner and custodial closet

6.5.10 Remove dirty linen from bed and bathroom, bag, then place in dirty linen room

#### **6.6 Trash removal:**

6.6.1 remove trash or discard able items from floor, toilets and bedside area.

6.6.2 empty trash cans (avoid injury by lifting waste bag liner by the top).

6.6.3 clean interior and exterior of trashcan with germicidal detergent solution.

6.6.4 notice condition of trashcan (report damage).

6.6.5 place new liner in can and return trash can to proper position.

#### **6.7 High dusting and wall washing:**

6.7.1 Pay attention to vents, ceiling, walls and windows.

6.7.2 spot wash walls, doors and light switches (use a germicidal detergent solution).

6.7.3 wash windows.

6.7.4 drawers and toilets - clean drawers and toilets (use a germicidal detergent solution).

#### **6.8 Bed:**

6.8.1 notice condition of mattress and pillow (replace, if necessary).

6.8.2 wash mattress - both sides (use a germicidal detergent solution).

6.8.3 remove any bed boards and return to storage.

6.8.4 turn mattress.

6.8.5 clean interior and exterior of bed (use germicidal detergent solution).

6.8.6 make bed.

6.8.7 bathroom.

6.8.8 use proper bathroom cleaning procedure.

#### **6.9 Vacuum floor:**

6.9.1 start in furthest corner of room vacuuming in back and forth motion.

6.9.2 move bed and furniture, vacuum and return to proper area.

6.9.3 watch for soiled areas and spot clean.

6.9.4 personal items - collect any personal items left by patient and give to nursing

staff.

6.9.5 bedspreads - wash after each discharge and place clean on bed.

6.9.6 replace equipment on utility cart and have ready for next assignment.

6.9.7 cleaning protocol: office cleaning routine.

6.9.8 equipment: well-stocked utility cart.

**6.10 Safety precautions:**

6.10.1 place utility cart near wall area to avoid blocking hallway.

6.10.2 do not leave electrical equipment unattended and plugged in.

6.10.3 use recommended amount of detergent.

6.10.4 report all damaged furnishings.

6.10.5 empty all trashcans.

6.10.6 avoid injury by lifting waste bag liner by the top.

6.10.7 clean interior and exterior of trash can with a germicidal detergent solution.

6.10.8 notice condition of trash can (report damage).

6.10.9 place new liner in can and return to its proper position.

6.10.10 empty all ash trays.

6.10.11 make sure all ashes have been extinguished and empty into proper container.

6.10.12 clean interior and exterior of ashtray with germicidal detergent solution.

6.10.13 return ashtray to its proper position.

6.10.14 high dusting and wall washing.

6.10.15 pay attention to vents, ceiling, walls and windows.

6.10.16 spot wash walls, doors and light switches.

6.10.17 desk and furniture

6.10.18 dust furniture and desk by moving papers and replacing in proper order.

6.10.19 upholstered furniture may need special cleaning.

6.10.20 bathrooms - in offices that have bathrooms, use proper bathroom cleaning procedures.

6.10.21 vacuum floor.

6.10.22 start in furthest corner of room vacuuming in a back and forth motion.

6.10.23 move furniture, vacuum and return to proper area.

6.10.24 watch for soiled areas and spot clean.

6.10.25 replace equipment on utility cart and have ready for next assignment.

**6.11 Hand washing (when to wash hands):**

6.11.1 before starting to work.

6.11.2 after handling soiled articles and/or after completion of a dirty task.

6.11.3 between patient rooms.

6.11.4 after each visit to the toilet.

6.11.5 after using and discarding tissue (or handkerchief for cough and sneeze).

6.11.6 end of workday.

**6.12 Prepare to wash hands see that there is:**

6.12.1 clean lavatory, running water.

6.12.2 adequate supply of paper towels.

6.12.3 existence of the liquid soap.

6.12.4 push sleeves away from wrists.

**6.13 How to wash hands:**

6.13.1 wet hands.

6.13.2 add cleansing agent.

6.13.3 rub hands together, using a rotary motion and some friction for 10-15 seconds.

6.13.4 be sure to wash above the wrist, with careful attention to around and under fingernails and between fingers.

6.13.5 rinse hands thoroughly under running water to remove soap.

6.13.6 hold hands so that the water flows from the wrists down the fingers.

6.13.7 turn off water either with foot control then dry hands.

**6.14 Gloves:**

6.14.1 it is recommended that all housekeepers wear gloves while cleaning patient care areas and cleaning restrooms.

6.14.2 it is recommended that housekeepers wear plastic aprons and gloves to handle wet/soiled linen.

6.14.3 discard paper towel.

#### **6.15 Procedure for cleaning ambulance:**

6.15.1 clean the stretcher with soap and hot water. rinse them and wipe with hypochlorite solution or similar solution available.

6.15.2 wash the entire ambulance with soap and hot water, inner part should be cleaned with disinfectant.

6.15.3 the schedule of cleaning the ambulance should apply following each patient's transfer.

6.15.4 if the ambulance area is not being used, they should be cleaned at least twice per week.

#### **6.16 Procedure for cleaning isolation room:**

6.16.1 get all necessary cleaning materials and equipment ready outside the room. use new disposable cloths.

6.16.2 wear gowns, disposable gloves and masks before entering the room.

6.16.3 on patient discharge, remove carefully all curtains, bed covers, and blankets, to be double bagged, labeled "isolation" and sent to laundry.

6.16.4 empty all trash containers, double bagged and place them outside the room.

6.16.5 scrub bathroom floor and room floor with all-purpose detergent followed by Clorox.

6.16.6 remove gowns, gloves and put in bin inside door.

6.16.7 if orange/red bags are not available, place "bio hazard" label on bag.

6.16.8 remove garbage, double bag out of room for incineration.

6.16.9 all equipment must be thoroughly washed and dried after use.

6.16.10 dispose of all cloths, gloves and cleaning solutions.

6.16.11 these rooms to be provided with their own cleaning equipment, mops and disposable cloths.

6.16.12 take mop heads out of room in plastic bag to be laundered, separately.

6.16.13 the room to be sealed off for four hours.

6.16.14 which should be kept clean and dry at all times.

**7. RESPONSIBILITIES:** 7.1 Accountable to the infection prevention control practitioner/committee

**8. Appendix:** Daily Clean Checklist

**9. REFERRANCES:** 9.1 Ministry of Health Manual for Infection Control

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# Daily clean checklist

S/N	Date	days							Charge Signature	Infection Control Team	
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