



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: VP – Finance & Planning</p>	<p>Reference Number: ORG.1910.PR.023</p> <p>Program Area: Support Services</p> <p>Policy Section: Housekeeping</p>
<p>Issue Date: January 18, 2021</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Cleaning of Laboratories/X-Ray</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Cleaning of Laboratories/X-Ray

PURPOSE:

To provide a clean and sanitary environment.

PROCEDURE:

1. Use appropriate Personal Protective Equipment (PPE) according to Safety Data Sheets (SDS).
1. Prepare equipment.
2. Place the housekeeping cart near the door so that the supplies are easily accessible. Ensure the cart is placed appropriately to reduce corridor obstruction.
3. Knock on the door and announce your services.
4. Remove all waste, clean container and reline. Remove waste liner with both hands and hold the liner away from the body. Clean inside and outside of the container as required. Replenish paper and soap supplies. Ensure that the supplies are installed correctly, and dispensers are in good working condition.
5. Using a folded cloth with disinfectant cleaning solution, damp wipe high touch surface.

6. Begin cleaning Starting clockwise or counterclockwise, spot clean walls, paying close attention to behind garbage cans and sinks. Wipe ledges, window sills, light switches, pictures, doorframes, knobs, telephones.
7. Clean furniture.
8. Clean sinks.
9. Clean washroom, refer to Clean and Disinfecting of Public Washrooms - ORG.1910.PR.033.
10. Place wet floor sign at the entrance to the room.
11. Dry mop / wet mop floor.
12. Remove wet floor sign when floor is completely dried.

EQUIPMENT/SUPPLIES:

- Fully stocked Housekeeping Cart

REFERENCES:

ORG.1910.PR.008 - Dry Mopping Floors
ORG.1910.PR.009 – Wet Mopping Floors / Yacht Style Mop
ORG.1910.PR.010 - Wet Mopping Floors / Microfibre Mopping System
ORG.1910.PR.012 - Vacuuming
ORG.1910.PR.033 – Clean and Disinfecting of Public Washrooms