



Team Name: Environmental Services	Reference Number: ORG.1910.PR.029
Team Lead: Regional Manager Environmental Services	Program Area: Support Services
Approved by: VP – Finance & Planning	Policy Section: Housekeeping
Issue Date: March 3, 2021	Subject: Cleaning of Waiting Rooms
Review Date:	
Revision Date:	

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**PROCEDURE SUBJECT:**

Cleaning of Waiting Rooms

**PURPOSE:**

To provide a clean and sanitary environment for clients and visitors.

**PROCEDURE:**

1. Use Personal Protective Equipment (PPE) according to Safety Data Sheets (SDS).
2. Prepare equipment.
3. Place the cart near the door so that the supplies are easily accessible. Ensure the cart is placed appropriately to reduce corridor obstruction.
4. Begin cleaning / disinfecting starting at the door and work systematically around the room.
5. Spot clean walls, dispensers, ledges, sills, vending machines, telephone and tables. Clean and disinfect furniture.
6. Dispose of recyclables and garbage. Clean inside and outside of receptacles, as necessary, and re-line.
7. Place the wet floor sign at the entrance to the area.
8. Dry mop and wet mop floor. See Dry Mopping Floors – ORG.1910.PR.008 & Wet Mopping Floors / Microfiber Mopping System – ORG.1910.PR.010
9. Vacuum carpet or matting, if required.
10. Remove the wet floor sign once floor is completely dry.

**EQUIPMENT/SUPPLIES:**

- Fully stocked housekeeping cart
- Vacuum

**REFERENCES:**

ORG.1910.PR.008 - Dry Mopping Floors

ORG.1910.PR.010 - Wet Mopping Floors / Microfiber Mopping System