



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP – Finance and Planning	Reference Number: ORG.1910.PR.017 Program Area: Support Services Policy Section: Housekeeping
Issue Date: October 15, 2020 Review Date: Revision Date:	Subject: Project Cleaning Rooms

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:

Project Cleaning Rooms

PURPOSE:

To provide a clean environment and to follow standards of accreditation, infection control and Manitoba Health standards.

PROCEDURE:

1. Use appropriate Personal Protective Equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare equipment. Ensure project cleaning cart is fully stocked.
3. Place equipment outside of the room to be project cleaned. Make sure the cart and equipment are not blocking the area.
4. Empty the room. Furniture should be placed in the corridor on the same side to limit obstructing the corridor.
5. Remove the curtains and take to the Laundry department. Clean as per manufacturers' directions.
6. Clean the curtain hooks.
7. Scrub and refinish the floor as per the facility process. See Floor Finishing - ORG.1910.PR.049, Floor Burnishing – ORG.1910.PR.050 and Floor Stripping – ORG.1910.PR.047.
8. Clean lights inside and out.
9. Clean all vents by either vacuuming with an attachment or damp wiping or both.
10. With wall washing unit, clean the ceiling and all the curtain tracks. If excessive dust is evident, use a dry cloth to go over the ceiling first.
11. Clean the window, wipe the window blind and all mirrors as per procedure Cleaning of Curtains and Blinds - ORG.1910.PR.016.

12. Start in one corner of the room and work systematically around the room.
13. Dry dust walls with dry clean cloth and extended handle, this will remove a great amount of loose soil.
14. Scrub spots and stains with a stain remover. Do not scrub stain so hard as to remove the paint.
15. Rinse with clean solution to remove any excess stain removal solution.
16. Begin washing walls from top to bottom with wall washing system.
17. Rinse the cloth often and change the water often.
18. Check walls and fixtures for streaks.
19. Shine all plug outlets, sinks, pipes with a dry cloth, etc.
20. Follow the same procedure for cleaning the bathroom.
21. Place furniture back in the room in its appropriate location.
22. Hang the curtains back up.
23. Notify nursing the client can return to their room.

*Nursing assistance may be required to remove client and client's equipment from room.

EQUIPMENT/SUPPLIES:

- Pail
- Cleaning solution
- Putty knife
- Rubber gloves
- Toothbrush
- Garbage bags
- Dusters
- Window cleaner
- Spot remover
- Scrubbing pad
- Dry mop
- Wet mops
- Floor pails
- Wall washing unit
- Floor burnisher
- Rotary floor machine with appropriate floor pads
- Floor Stripper as required
- Floor neutralizer as required
- Floor wax as required
- Wet Floor signs
- Broom & dust pan

REFERENCES

ORG.1910.PR.016 - Cleaning of Curtains and Blinds

ORG.1910.PR.047 - Floor Stripping

ORG.1910.PR.049 - Floor Finishing

ORG.1910.PR.050 - Floor Burnishing