



Health Care Cleaning and Sanitation Procedures Module

Other Public Areas ²



A. Materials Requirement Planning (MRP)

- a. Automatic floor machine with pad assembly or brush
- b. Wet mop handle with looped-end banded mop
- c. Set of "Wet Floor" signs
- d. Putty knife
- e. Dust mop
- f. Dustpan and brush
- g. Hand pail
- h. Clean cloths
- i. Spray window cleaner
- j. Spray polish
- k. Approved germicidal detergent solution
- l. Floor machine with pad assembly or brush
- m. Squeegee with handle

B. Steps to cleaning other public areas



- 1) Service ashtrays and waste receptacles: Empty and clean ashtrays. Place butts in separate covered container. Empty waste receptacles; clean and replace liners.
- 2) High dust walls: Remove all dust webs.
- 3) Dust mop floor: Use dust mop of an appropriate size. Treat with a water-based treatment when working in heavier soil load area. Start at one end of area. Hold mop handle at an approximately 45 degree angle. Push mop straight ahead. Avoid lifting mop from floor or moving it backwards. Remove gum with putty knife. Pivot at end of area and mop in opposite direction. Overlap about ten inches.
- 4) Clean floor with automatic scrubber: Set up "Wet Floor" signs. Use light brush pressure and scrub with the squeegee in the down position. Shut off solution a few feet prior to making any turns. Remove any puddles with wet mop, or squeegee to a point that can be reached by the automatic scrubber.



Be alert to the safety of patients, visitors and employees.

- 5) Machine buff: To spray buff, place floor machine in position. Spray floor with solution and spread with machine. Use a side-to-side motion, being careful to avoid bumping walls and furniture. Allow a slight overlapping on each pass. Buff until haze is gone.
- 6) High speed burnishing: Place machine in position. Apply solution to floor. Move in a straight line forward and back. Allow a slight overlapping on each pass. One complete pass forward and back should be sufficient.
- 7) Clean windows and polish metals: Using a cloth dampened with window cleaner, clean and polish windows. Using a cloth dampened with polish, clean and polish metals.
- 8) When finished, remove signs. Return equipment and refill supplies.