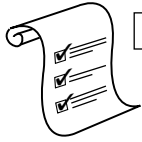


Health Care Cleaning and Sanitation Procedures Module

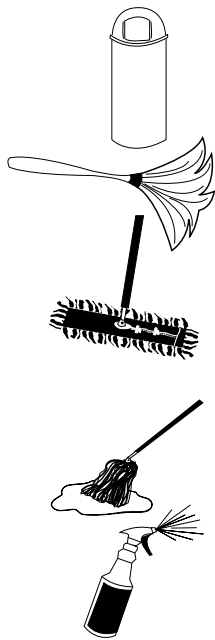
Lounges ²



A. Materials Requirement Planning (MRP)

- a. Mop bucket with wringer
- b. Wet mop handle with 20 oz. 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. Vacuum equipment

B. Steps to cleaning the lounge



- 1) Empty ashtrays and wastebaskets. Clean all receptacles. Remove dated newspapers and damaged magazines.
- 2) Dust furniture - tables, legs of chairs, lamps, etc. Damp-wipe plastic-covered furniture. Vacuum cloth upholstery.
- 3) Dust window sills and light fixtures.
- 4) Dust mop floor - Use dust mop of an appropriate size. Treat with a water-base 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.
- 5) Clean floor - Either damp mop using damp mop procedure or vacuum using vacuuming procedure.
- 6) Polish - Polish metals and furniture. Use appropriate polish and clean cloths.
- 7) Spot clean soiled areas - Check walls and doors. Spot clean only areas that are no larger than your hand. Notify supervisor if complete wall washing is necessary. Clean windows. Clean telephone.
- 8) Straighten furniture - Arrangement should conform to established pattern.