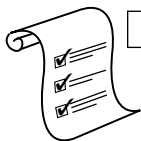


Health Care Cleaning and Sanitation Procedures Module

Carts, Closets, Equipment & Supplies ¹



A. Materials Requirement Planning (MRP)

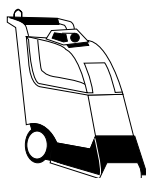
- a. Supply closets
- b. Cleaning equipment
- c. Chemical supplies
- d. Supply item care
- e. Dust mops
- f. Wet mops
- g. Buckets and wringers
- h. Housekeeping carts
- i. Power equipment
- j. Floor machines
- k. Vacuum cleaners
- l. Auto-scrubbers

B. Step 1- Supply closets

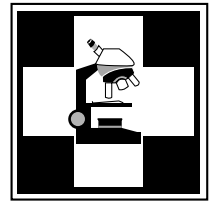


- 1) It is the responsibility of the housekeeper to keep an adequate amount of supplies properly stored in the housekeeping supply closet and also to care for, clean and store the various items of equipment that are used in your daily housekeeping work.
- 2) Keep a list in your storage area of supplies needed.
- 3) Schedule weekly checks of your housekeeping supply closet in order to make sure that you will always have adequate supplies on hand.
- 4) Keep a list in your storage area of what you need.
- 5) Allow for some "lead time" when ordering additional supplies from your supervisor.
- 6) Stock your supplies in a neat and orderly fashion with the items most frequently used nearest at hand.
- 7) When you enter your storage area or closet, you should know exactly where everything is located to prevent searching for supplies.
- 8) Supplies should be used efficiently and economically. Avoid wasting liners, paper towels, toilet paper, stripping chemicals and finish, other cleaning chemicals, and so on. Treat the supplies as though you had personally purchased them.
- 9) You should not skimp on using supplies, but always use only the proper amount as indicated.
- 10) Always wear safety goggles (glasses) and gloves when mixing chemicals. Your care will pay off in years of accident-free employment.

C. Step 2 - Cleaning equipment



- 1) Proper storing of your equipment is your responsibility.
- 2) A large amount of money has been invested in labor-saving cleaning devices which your hospital requires to ensure that the hospital environment is aseptically and esthetically clean, safe, and sanitary.
- 3) To store and protect the large investment of cleaning supplies and equipment, your hospital has cleaning closets equipped with hooks, racks, shelves, sinks, and other items located in each department or on each floor.



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Carts, Closets, Equipment & Supplies ¹ (continued)

C. Step 2 - Cleaning equipment (continued)



- 4) Your hospital may also have a central equipment room, perhaps in the housekeeping supervisor's area. Equipment is brought to this area at the end of each shift.
- 5) Storage areas should be cleaned regularly and should be set up with a special place for every cleaning item. This includes regular space for hanging brooms and mops, shelves for cleaning agents and brushes, areas for power-operated equipment and attachments, and facilities for washing and cleaning these items.

D. Step 3 - Chemical supplies



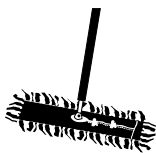
- 1) Periodically, plastic spray bottles will need your attention. Clean the exterior with a damp rag.
- 2) A trigger-type spray bottle must be taken apart regularly and cleaned to avoid clogging.
- 3) The contents of these bottles and all cleaning chemical containers should always be labeled clearly.
- 4) Store these bottles in a clean, dry place.

E. Step 4 - Supply item care



- 1) Caution signs should be cleaned at least daily, and they should not receive any rough treatment in their use.
- 2) Never have dirty cloths lying around, as they are a disease and safety hazard.
- 3) Discard greasy or oily rags promptly.
- 4) Be careful of the dustpan edges. Careless handling or laying heavy objects on the pan can cause the edges to become bent or ragged.
- 5) The dustpan should be cleaned with detergent-germicide solution to ensure disinfection.
- 6) Small items such as a putty knife should always be wiped clean of moisture and debris after each day's use.

F. Step 5 - Dust mops

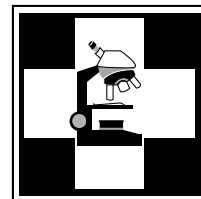


- 1) Dust mops should not be used to pick up liquids.
- 2) Remove loose dust and debris from the mop head with a vacuum, or comb the mop head with a dust pan brush over the trash container on your cart.
- 3) Do not shake a dust mop head on any floor in hospital rooms or corridors.
- 4) Dust mop heads should be placed in plastic bags and sent to the hospital laundry when they become very dirty or after each shift.

G. Step 6 - Wet mops



- 1) Wet mop heads need some special attention. Soak new mop heads in a bucket of warm, clear water for several minutes to remove fabric sizing and to toughen the mop head fibers.
- 2) When using a wet mop head, never allow it to remain in the bucket of solution except when being used. This will prevent rotting of strands or "souring."
- 3) When you have finished using a wet mop head, wring it out as dry as you can, and then place it into a plastic liner and send it to the laundry for a thorough cleaning.



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Carts, Closets, Equipment & Supplies ¹ (continued)



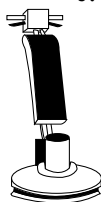
H. Step 7 - Buckets and wringers

- 1) Keep buckets and wringers in good repair. Use a bucket and wringer of the proper size for the mop head.
- 2) Remove any loose mop head yarn, string or foreign matter that may have become tangled in the wringer.
- 3) Empty all buckets of their contents after each use, and avoid storing buckets with water or cleaning solution in them.
- 4) Wash and scrub all surfaces of the bucket and wringer; rinse with warm water and wipe dry.
- 5) Keep parts of the bucket casters oiled so they rotate freely. A drop of oil on the wringer mechanism will also keep the wringer in good shape.
- 6) Store the wringer in the "release" position only. Report any defects in the wringer to your supervisor.



I. Step 8 - Housekeeping carts

- 1) Wipe shelves at least once a week in order to keep them clean.
- 2) See that the entire cart is cleaned with disinfectant-detergent solution at least once a week.
- 3) Keep the casters running freely by applying a drop of oil to each caster.
- 4) Keep the cart neatly stocked with all supplies and equipment for the next shift.

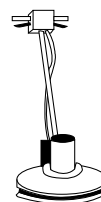


J. Step 9 - Power equipment

- 1) Power-driven equipment must be given the same care and attention as your automobile. Keep your cleaning equipment clean and free of dirt; keep it oiled; keep screws and nuts tight.
- 2) Operate the equipment so as not to dent the metal housing, and check the power cords for defects and wear. Never abuse your cleaning equipment.
- 3) Always follow manufacturer's instructions for operation and maintenance.
- 4) If you are ever in doubt as to how to use a piece of powered cleaning equipment, ask your housekeeping supervisors for technical advice.

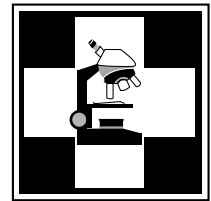


Do Not Use Faulty Equipment!



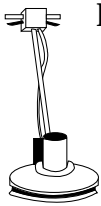
K. Step 10 - Floor machines

- 1) Floor machines, also referred to as "buffers," should receive regular cleaning and routine maintenance.
- 2) Always disconnect the power machine from the wall socket while performing any routine maintenance.
- 3) Always remove brushes and pads from the drive chuck after each use.
- 4) Clean the floor pads in your deep sink with warm running water and then hang to dry for the next shift's use.
- 5) Rinse out all drive blocks and brushes in a similar manner and store them in a dry place.
- 6) Tilt the floor machine back on its handle. Using a cloth dipped in a disinfectant-detergent solution, wipe the inside housing and the entire exterior clean.



Health Care Cleaning and Sanitation Procedures Module

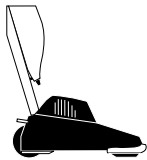
Carts, Closets, Equipment & Supplies ¹ (continued)



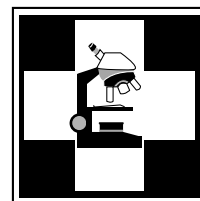
K. Step 10 - Floor machines (continued)

- 7) Remove any strands or debris from the wheels and wipe clean.
- 8) At least once a week, put a drop of oil on each wheel bearing to keep the wheel running freely. If you ignore this, wheels can lock over time from foreign matter collecting on the shaft.
- 9) Use your cloth to wipe the entire length of power cord free of any dried floor stripper and dirty water spots.
- 10) Store the floor machine upright with its power cord neatly wrapped around the storage brackets on the handle.

L. Step 11 - Vacuum cleaners



- 1) To replace a belt, unplug the unit from the wall socket and turn the unit over to expose the bottom housing of the vacuum.
- 2) Push the two retaining clips to free the belt cover.
- 3) Pull up the drive beater brush and remove it from the housing; remove dirt, lint and debris found in this area.
- 4) Use your cleaning cloth dipped in disinfectant-detergent to wipe out the inside of the housing.
- 5) Take the new belt and insert the drive brush in the loop, or center of the belt.
- 6) Replace the drive beater brush, ringed with the new belt, and push it back into the retainers.
- 7) Pull the belt back and wrap it around the drive shaft of the motor.
- 8) Make sure the lower portion of the belt follows the arrow on the housing.
- 9) Be careful not to put this belt on backwards – doing so would cause the beater bar to rotate backwards.
- 10) To finish, place the cover back on the housing and push the clips back in place.
- 11) Turn the unit over and plug it in to be sure it operates properly.
- 12) Disposable vacuum bags should be emptied after each shift in order for the vacuum cleaners to operate at peak efficiency.
- 13) Check the power cord plug and wire for cracks and defects. Report any noticeable damage to your supervisor.
- 14) Once a week, wipe the entire length of power cord clean with your disinfectant-detergent, and neatly wrap the cord on the storage brackets of the vacuum.
- 15) Wipe all outer metal surfaces of the vacuum cleaner with your cloth dipped in disinfectant-detergent.
- 16) Lastly, put a drop of oil on the vacuum wheels to keep them running freely, and wipe the wheels clean with your cloth.



Health Care Cleaning and Sanitation Procedures Module

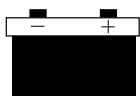
Carts, Closets, Equipment & Supplies ¹ (continued)

M. Step 12 - Automatic scrubbers



- 1) Battery-operated power equipment, like an automatic floor scrubber, needs special care and maintenance. See owners manual before proceeding.
- 2) These units compare in price to that of compact automobiles. Because of that, they should be treated with utmost care and according to manufacturer's instructions.
- 3) It is advisable to grease the casters once every week. Oil all moving parts, such as the control bars, squeegee control rods, pressure points and hinges once every month.
- 4) Make sure that each drive wheel tire is inflated to the recommended tire pressure. Unequal tire pressures can adversely effect the total operation of the machine.
- 5) Drive brushes should be removed and cleaned after each use. The drive brush mechanism needs to be adjusted and lubricated according to the manufacturer's instructions.
- 6) The squeegee assembly should be adjusted and lubricated. The reversible squeegee blades also need regular cleaning and adjusting.
- 7) An automatic scrubber has a solution tank, a recovery tank, and filters that should be flushed and cleaned on a regular schedule.

Battery maintenance



- 1) When working with batteries, leave the battery compartment covered up and work in a well-ventilated area. Do not wear rings, because they can become welded to metal wrenches if a live terminal is accidentally touched.
- 2) Check the fluid level in the battery cells at least weekly. The battery caps are easily removed by pressing the ends of the white plastic extensions.
- 3) Check the electrolyte status of each battery cell with a hydrometer every 15 operating hours.
- 4) Periodically, check all battery cable and wiring for signs of damage or wear. Replace as needed. Once a month, remove all batteries from your machine. Clean all batteries, battery tray, and battery compartment with a solution of baking soda and water.
- 5) On the bottom of the battery compartment cover is a battery wiring diagram. Follow this diagram when you put the battery wires on the terminals. To prevent corrosion, apply a film of grease or Vaseline to battery lugs and bolt studs. Do not reverse connections when servicing or replacing the batteries.

Battery Charger

- 1) When actively using an automatic scrubber, you will use a battery charger to re-charge the batteries. With the charger unplugged from the electrical wall outlet, find the main connector that is marked "Connect To Charger." Firmly push the two connectors together. When laying the charging cables across the batteries, be careful not to allow the metal parts of the connectors touch any battery terminals. Set the battery charger control according to the rate of current desired. After charging, remove the charger plug from the wall outlet and disconnect the charging cable. Reconnect main battery terminals.