



## Health Care Cleaning and Sanitation Procedures Module

### Patient Discharge Room <sup>1</sup>

#### Steps to cleaning patient discharge room

- A. Perform high dusting
- B. Clean ledges and sills
- C. Service wastebaskets
- D. Clean room furnishings
- E. Clean patient restroom
- F. Put on bed linen
- G. Spot clean walls
- H. Dust mop floor
- I. Stock patient brochures
- J. Wet mop floor
- K. Inspect room
- L. Clean door
- M. Remove "Wet Floor" sign
- N. Inform supervisor

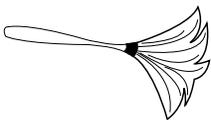
*Always clean discharge units by cleaning the higher surfaces first and then working toward the lower surfaces.*

#### A. Step 1- Perform high dusting



- 1) For this step you will use your long-handled high duster. Some facilities use high dusters with cloth strands or insist that all high dusting be done with a damp cloth dipped in disinfectant detergent. Please check with your supervisor to determine your required procedure.
- 2) Use your high duster and clean the ceiling fixtures.
- 3) Dust the molding above doorways, the high areas around the windows, and anything shoulder high or higher, such as ceiling mounted television sets.
- 4) High dust tops of picture frames, wall hangings such as mounted light fixtures, signs and wall mirrors to complete the high dusting step.

#### B. Step 2 - Clean ledges and sills



- 1) For this step you will need the 5-quart pail with disinfectant-detergent solution and a clean wiping cloth. Dip the cloth in the cleaning solution and hand wring excess solution from the cloth.
- 2) The windowsill is a common place for germs to hide. Wipe it clean.
- 3) Using your glass cleaner, clean the framework around the windows and remove spots and smudges from the window itself.
- 4) Before leaving the window, examine the drapes, shades or blinds for dirt and moisture. If they need cleaning, you should wipe them off. If they need repair, notify your supervisor.
- 5) Wipe clean the heating and cooling unit and any ledges. Damp-wipe the over-the-bed lamp reflector and hood and other wall fixtures, such as the oxygen wall unit, as directed by your supervisor.



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#### B. Step 2 - Clean ledges and sills (continued)

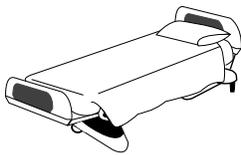
- 6) Do not spray and wipe electrical outlets or electrical connections. Always damp dust switch plates, sockets and electrical connections.
- 7) Wipe clean the shelf in the closet and the hanger pole. Use stainless steel cleaner and a clean cloth to clean all stainless steel corner plates.

#### C. Step 3 - Empty and line wastebaskets



- 1) Start by picking up trash and wastepaper around the wastebasket. You are then ready to dispose of the wastebasket's plastic liner and its contents in the trash container on your cart.
- 2) Be careful of any hypodermic needles that may pierce the plastic liner.
- 3) Even though hospital rules call for the special handling and disposal of hypodermic needles, someone could always forget and wrongly allow one to fall into a wastebasket.
- 4) Remember to remove the liner carefully and treat every wastebasket as though it actually contains a needle or other sharp object. Gather the open end with both hands, tie it closed with a knot, then dispose of it in the housekeeping cart's trash bin.
- 5) When handling a full plastic liner, try to keep it from rubbing against you, as it may contain contaminated articles as well as needles and other sharp objects. Never reach inside the liner for any reason.
- 6) Clean the wastebasket inside and out with a damp cloth dipped and rung out in the disinfectant-detergent solution. Throughout the cleaning process, you must be thorough as germs are everywhere – in corners, small openings, grooves, and the underside of objects. You are now ready to insert a clean liner into the wastebasket.
- 7) The liner should be drawn back far enough over the rim of the wastebasket that it will not fall inside. If the liner is too big, tie one end in a knot.

#### D. Step 4 - Clean room furnishings



- 1) Dip your cleaning cloth into the 5-quart pail of disinfectant-detergent and hand wring. Before cleaning the bed, raise it to a comfortable height to eliminate any unnecessary bending of your back.
- 2) Remove the pillow and place aside. Wipe clean all surfaces of the mattress, including the top, sides and bottom. Remember to inspect the mattress for any damage, such as tears in the fabric. Report damaged mattresses to your supervisor.
- 3) Fold the mattress in half and clean the exposed springs underneath. Clean all rails, posts, and foot controls during this process.
- 4) Fold the mattress the opposite way to get at the other uncleaned surfaces.
- 5) Damp-wipe and disinfect the pillow, wiping all surfaces clean.
- 6) Damp-wipe the headboard of the bed and then clean the side rails, including bed controls, and the foot board.
- 7) Clean bed legs and casters to complete the bed cleaning tasks.
- 8) Damp-wipe and disinfect the bedside cabinet by damp-wiping the top, inside the drawers, the pulls, the sides, the front and back, and the legs.



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#### D. Step 4 - Clean room furnishings (continued)

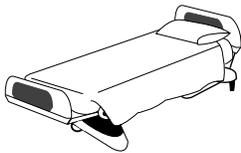


- 9) Leave the drawers open for airing after you have cleaned this unit. When all your other cleaning items are done, go back and close these drawers.
- 10) Rinse and wring your cloth often as you damp-wipe to do a thorough job of disinfection.
- 11) Damp-wipe the telephone, paying special attention to the receiver, since the patient makes direct contact with the handle, the mouthpiece, and the earpiece. These areas are more likely to become a source of cross-contamination.
- 12) Move on to the over-bed table and clean it thoroughly, again working from the upper surfaces to the lower surfaces, including the mirror and compartment inside.
- 13) Wipe clean the pedestal, base, and the casters.
- 14) Damp-wipe chairs, thoroughly cleaning the seat and back, legs and rungs.

#### E. Step 5 - Clean Patient Restroom - See Patient Restroom Procedure

#### F. Step 6 - Put on bed linen

*In some facilities the nurses make the beds. However, you may have to make beds in discharge units which you clean. Check with your supervisor and follow directions.*



- 1) Your supervisor will give you an exact list of linens that you will need to make beds in your facility. This list may include a-f below.
- 2) Gather the linen needed for making a bed.
  - a) Mattress cover or pad
  - b) Draw sheet
  - c) Contour and flat sheets
  - d) Bedspread
  - e) Pillow slip
  - f) Blankets (one or two)
- 3) Place the contour sheet over the mattress. If you are not using a contour sheet for your bottom sheet, you may use a flat sheet. Be sure to make the proper mitered corners.
- 4) A draw sheet may be placed across the middle of the bed one foot below the head of the mattress. This is over the bottom sheet. (This sheet is used to move a patient off the bed to a gurney.) Ensure that the draw sheet hangs evenly on both sides of the bed.
- 5) Affix the top sheet to the bed. See that the hem is even with the mattress at the head of the bed. The sheet must be centered evenly on both sides.
- 6) Put the spread on the bed. The top edge should be even with the top edge of the mattress and should be centered on the mattress. Tuck in the sheet and the spread at the foot of the bed.
- 7) Make mitered corners on both sides of the bed.
- 8) Fold the top sheet and spread together to form a small cuff. Put the pillow case on the pillow. Hold the pillow and case away from your face and clothing as you cover the pillow.
- 9) Fit the pillow snugly into the corners of the pillow case. See that one edge of the pillow fits firmly against the seamless edge of the case. Fold any excess material in the case under the pillow. Put the pillow flat on the bed with the open end away from the door.



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#### G. Step 7 - Spot clean walls



- 1) Remove spots on the wall with your cloth dipped and wrung in your disinfectant-detergent solution as you move around the room.
- 2) For a stubborn spot, wet your cloth with the disinfectant-detergent solution and then rub the spot with the saturated part of your cloth.
- 3) At times you will use a spray can of foaming disinfectant. Spray wall or surface directly, using a liberal amount. Allow dwell time for product to work and then wipe clean. You are now ready to clean the patient restroom. See Patient Restroom section.

#### H. Step 8 - Dust mop floor



- 1) When using either the dust mop or the damp mop, use a “figure eight” motion, working clockwise or counter-clockwise around the room so you will not skip an area or clean the same area twice. When using the dust mop, never lift the mop head from the floor once you have started dusting. This creates a vacuum that pulls dirt and dust away from the mop head, thus re-contaminating the area. When the mop head becomes too dirty, dispose of it in the plastic bag to be laundered. Then, attach a clean mop head and continue dusting.
- 2) When dust mop does not pick up all the debris from the floor, use your dustpan and broom to remove the pile of debris.

#### I. Step 9 - Stock patient brochures

- 1) When a new patient checks into the room you have just cleaned, your hospital may have brochures, pamphlets, and instruction sheets for the patient to read. Place these items as directed by your supervisor.

#### J. Step 10 - Wet mop floor



- 1) To begin this step, place a “Wet Floor” sign to warn that the floor is wet and possibly slippery.
- 2) When wet mopping, work in a clockwise or counter-clockwise pattern, using a “figure eight” motion as you did while dust mopping.
- 3) Rinse and wring the wet mop head often to get the floor really clean. The mop water contains a disinfectant-detergent which is designed to kill germs on contact.
- 4) Push the wet mop under the bed and under all furniture, including heating and cooling units, to clean as much of the floor area as possible.
- 5) When you have finished using the wet mop, wring as dry as possible and dispose of it in a plastic bag for laundering.

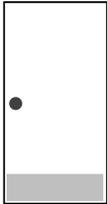


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#### K. Step 11 - Inspect room

- 1) Before you leave, inspect your room according to your checklist and make sure you did not forget to perform any required cleaning task. If you find an error, correct it at this time.



#### L. Step 12 - Clean door

- 1) Do not overlook the doorway hardware. Clean the door knob as this area is easily contaminated.
- 2) Use your furniture polish sprayed on a clean cloth to clean the door itself. The kickplate should be cleaned with stainless steel cleaner.



#### M. Step 13 - Remove "Wet Floor" sign

- 1) Remove "Wet Floor" sign when the floor is dry.

#### N. Inform Supervisor