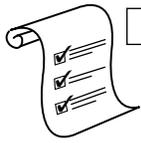




Health Care Cleaning and Sanitation Procedures Module

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.