

7 Step Cleaning Procedure



Dignity Health[™]

Community Hospital of
San Bernardino

7 Step Cleaning Purpose

- **7 Step Cleaning** procedures have been established by the Environmental Services Department to provide a clean and sanitary environment for the health and benefit of patients, visitors and staff members.
- **All Environmental Services employees** must follow the 7 Step Cleaning Procedures when cleaning a patient's room or any other area. Employees are trained in these procedures at time of orientation, and receive periodic re-training to maintain their skills.

1. Remove Trash

- Leave plastic trash can in the container, close twist and tie a knot in the top of the bag. Use caution and look for protruding objects in the waste bag, never reach into or push on the bag to compress the trash. Lift the liner carefully and place the bag of trash into the trash barrel. Never carry a bag of trash against the body. Wipe all surfaces of the waste container with appropriate disinfectant and allow to dry. Re-line the container with appropriate liner



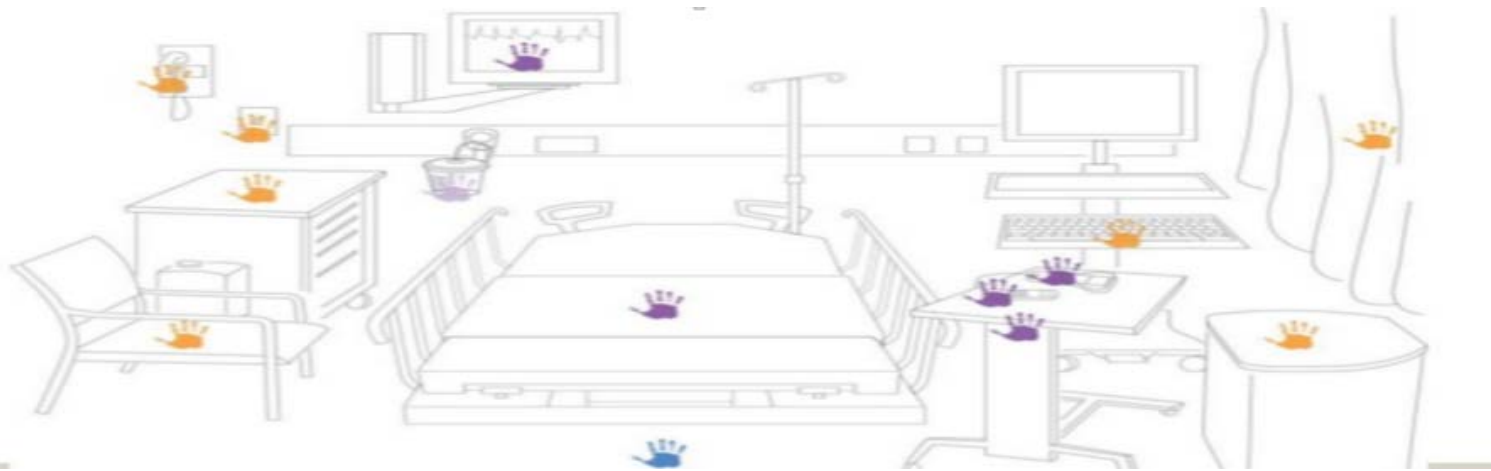
2. High Dust

- High dust should be done in unoccupied rooms and up to shoulder level in occupied rooms.
- High dust, placing 3M easy trap material on the head of the high duster tool.
- When high dusting, move the dust mop over all areas that are above shoulder height, to include, but not limited to, high wall and ceiling vents, over bed light, tops of the doors, windows, room corners, vents, curtain rods and the cables behind the TV.



3. Damp Wipe

- Damp wipe all surfaces using hospital approved disinfectant, following a cleaning path clockwise and from clean to dirty.
- Using a disinfectant wipe, wipe all surfaces making sure to disinfect all high touch areas including but not limited to door knobs, hand sanitizer, soap dispenser, light switches, bed rails, foot board, night stand, bed side table, patient chair, call light, telephone, keyboard, mouse, spot clean walls.



Pillow Cleaning

- Damp wipe pillows, upon patient discharge, EVS technician will clean all the pillows left in the room, all surfaces of the pillows must be thoroughly cleaned and disinfected with hospital approved disinfectant, allow disinfectant contact time and allow time to dry. 2 pillows will be placed on the bed, 2 pillows will be bagged using a clear plastic bag and placed in the patient closet top shelf, any additional pillows that exceed the 4 needed for patient room will be bagged and placed on top of the clean utility cart in a designated bin. Dispose of the pillow in the regular trash if the pillow is damaged, stained or not cleanable. Pillows saturated with blood are to be disposed of into an approved red bio-hazard waste bag and placed into appropriate bio-hazard waste container



Bed Cleaning

- Damp wipe the patient bed using hospital approved disinfectant, using a clean microfiber cloth with disinfectant wipe all surfaces of the bed frame and the frame supporting the mattress, headboard, foot board, lift up the foot board and clean the exposed areas, clean the side rails and in between rails, turn down the mattress and wipe the bed frame and the back of the mattress working from the top and repeat at the bottom. Clean the mattress with disinfectant solution, make sure to disinfect all bed surfaces including the wheels, and be sure to do both sides of the mattress and change microfiber cloth as needed. When cleaning the bed, clean half of the bed at a time. Do not stretch across the bed and try to clean the entire bed from one side.



Over bed table

- Damp wipe the over bed table using hospital approved disinfectant, clean the underside of the table and table legs. Ensure that the wheels/casters are free of lint of debris. Make sure that the inside areas are clean and disinfected



4. Dust Mop

- Place 3M Easy Trap material on head of frame.
- Start at the back of the room and dust mop all areas, including behind the furniture. Move the night stand and bed from the wall for better cleaning.
- Sweep the dust and debris to a front corner of the room.
- Be careful never to shake the dust tool inside the room during cleaning.
- Use broom and dust pan to remove the dust and debris from the room.



5. Restroom Cleaning

- Before starting, dispose of Johnny mop and Caddy located behind toilet. (Patient room restrooms only; For public/staff restrooms dispose Johnny Mop ONLY and disinfect Caddy)
- Begin cleaning the bathroom starting with the highest surfaces first, usually the mirror and leaving the toilet for last.
- Clean toilet with new Johnny mop/caddy, and place behind toilet when finished.
- Restock soap and paper supplies, insert clean liners in all receptacles. Do not leave additional liners in receptacles.



6. Damp Mop

- Place a wet floor sign to the entrance of the room.
- Put on clean pair of gloves.
- Lightly wring out the mop by hand and place the mop on the microfiber mopping tool.
- With a clean microfiber mop damp mop the bathroom floor using hospital approved disinfectant, remove mop used to mop the bathroom.
- Damp mop the room using a clean microfiber mop with approved disinfectant beginning on the far corner of the room, be sure to move furniture, clean under the bed, mop using an “S” stroke moving toward the door. Place used mops in proper container.

7. INSPECTION

- Room is clean, organized and inviting
- Has the furniture been replaced? All furniture is arranged in the room
- Walls and ceilings are free of dust, stains and spots leaks
- Are the cubicles clean? Cubicle curtains clean and properly hung
- Have you reported any maintenance deficiencies?



HIGH TOUCH SURFACES

All available objects noted below should be marked in each room.

Door knob - inside and outside in each bathroom and patient room door.		
Hand sanitizer/Soap dispenser		
Light switches - bathroom and patient room		
Sink - faucet handle		
Toilet - toilet seat and handle behind toilet		
Toilet- bed cleaning sprayer		
Bathroom hand rails		
Shower handles		
Bed - side rail		
Bed - foot board		

Telephone	
Call light	
Keyboard	
Mouse	
Bed side table handle and drawers	
Sharps container	
Patient chairs	
Night stand	

Environmental Hygiene Video

<https://www.youtube.com/watch?v=Zx9fgg0u4cQ&feature=youtu.be>

Thank You