

STATE OF NEW JERSEY

N.J. DEPARTMENT OF INSTITUTIONS AND AGENCIES, *Division of*  
Mental Health and Hospitals.  
Environmental Sanitation  
Committee.

STANDARD OPERATING PROCEDURES FOR  
INSTITUTIONS AND AGENCIES :

A GUIDE FOR SANITARY  
MAINTENANCE .

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F O R E W O R D

This Manual, prepared by the inter-departmental Environmental Sanitation Committee describes one of the areas of wide departmental concern. A Guide for Sanitary Maintenance brings together in one place information which will be of continuing interest to hospitals and other institutions.

The Committee's objective is to provide basic information on procedures which will guide the sanitarian in performing his duties as another link in New Jersey's solid chain against health hazards.

We are grateful to the many individuals in the several state departments whose contributions have made the Manual possible, and regret that, because their number is so large, we are unable to signalize each person by name in acknowledgement of our gratitude.



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STANDARD OPERATING PROCEDURES FOR INSTITUTIONS AND AGENCIES  
A GUIDE FOR SANITARY MAINTENANCE

I. Introduction

- A. Good housekeeping in institutions not only provides effective safeguards against health hazards but is also an important factor in fire prevention and safety as well as a silent, effective visual aid to patient welfare and contentment and good public relations.
- B. The purpose of this chapter is to outline the general housekeeping functions and activities in institutions. It is realized that no two institutions have identical housekeeping problems, because of differences in function, age and setting. The housekeeping procedures described herein should aid in preventing excessive wear on the institutional buildings and their furnishings, and to help keep them clean. Proper maintenance is essential to bringing about a proper level of sanitation in an institution and its facilities.
- C. The Sanitarian's duties include measures that protect the health of all persons housed or working in an institution whether as an inmate or an employee. The Sanitarian therefore can render a service to the Housekeeping Unit in any institution by inspecting and reporting on the maintenance of the floors, walls, furniture, shelves, equipment, etc. The relationship between the Sanitarian and the Housekeeping Unit is administratively organized and provides for a Housekeeping Administrator for each institution. The Sanitarian-Housekeeper relationship should be thoroughly understood and reduced to a

written plan of procedure and responsibility.

The essential ingredients of a satisfactory housekeeping program includes proper and sufficient supplies and equipment for cleaning; personnel, including supervision; work schedules; bacteriological or chemical laboratory services and inspection and laboratory checks to evaluate the results of the program.

The results of an inspection may indicate that the necessary services are poorly provided for or may indicate the need for a change in one or more of them.

Because of the skills and experience of the Sanitarian in chemical, biological and physical sciences as related to health, he is in a position to assist the Housekeeper in dealing with problems that are uncovered.

## II. Bacteriology

### A. Bacteria

These micro-organisms are widely dispersed in nature. They have been classified as beneficial, detrimental, pathogenic, and then further classified according to their shape.

#### 1. Beneficial Type of Bacteria.

Through their action, yield such foodstuffs as fruits, vegetables and meats; also various types of cheese and alcoholic beverages such as beer, wine and whiskey.

Others live normally in a symbiotic relationship with man.

2. Detrimental Types of Bacteria.

This type may cause food spoilage and infections in man as well as in animals and plants.

3. Pathogenic Types of Bacteria.

This type of bacteria may cause serious infections in man and are classified into three groups according to their shape.

a. The Cocci

The cocci are spherical in shape. The manner in which they are linked or grouped together helps determine their identity. They cause such conditions as pneumonia, scarlet fever, meningitis, and gonorrhoea.

b. The Bacilli

The bacilli are rod shaped organisms and constitute the largest group of bacteria. They include organisms which cause Tuberculosis, typhoid fever, dysentery, whooping cough, anthrax, and pink eye. Subgroups of the bacilli include salmonella and shigella.

c. The Spirillae

This group of organisms is generally shaped like a spring or boring tool. The diseases which are caused include cholera, syphilis, and Vincent's Angina.

One of the prime objectives of good housekeeping is to control, or eliminate the presence of harmful bacteria.

### III. Cleaning and Sanitizing Materials

Many chemical products have been developed which reduce the labor involved in cleaning and aid in controlling unsanitary conditions. Multi-purpose products are at times preferable to those having only a single action.

Knowledge of the chemical terminology used in the literature furnished by the various manufacturers is desirable if maximum efficiency in purchasing sanitation materials is to be attained.

The label claims advanced are usually substantiated by laboratory reports, but there are certain areas which are not completely covered. If a laboratory is available, its facilities may be employed to substantiate dubious claims made for a particular product.

The following terms are commonly used in manufacturers' literature in describing their sanitation products:

#### A. Surfactants:

Surfactants or surface active agents are commonly synthetic detergents, soapless soaps or wetting agents. These products reduce the surface tension of a liquid and make water wetter. Soap may also be included in this grouping. Synthetic detergents are derived from a number of sources, among which are petroleum, animal fats and tallow. These materials are treated with other chemicals to produce compounds which retain their effectiveness in the presence of acids, alkalies and varying degrees of hard water. In many instances a synthetic detergent may be tailored to suit a specific purpose.

## Types of Synthetic Detergents:

Anionic Detergents: This group is the most common and the oldest. Anionics are compounds composed of a hydrophilic or water-loving group combined with a hydrophobic, or water repelling group. One Part of the combination has an affinity for water while the other reacts with oily materials. This combination of properties makes the detergent valuable in the removal of both types of soils with water.

One undesirable feature of this group is their tendency to leave a powdery residue, usually caused by over-use or improper rinsing. Anionics are dry in their normal state.

Nonionic Detergents: This type is made by the combination of hydrophobic and hydrophilic materials of different chemical nature to form a synthetic which is resistant to attack from other chemicals.

The component parts do not break down chemically or form ions with other materials, hence the name "Nonionics". This type of detergent has low foaming properties. It should be mentioned that foam has little bearing upon the cleaning properties of a material.

Cationic Detergents: These materials because of their chemical nature are usually higher in price and are commonly referred to as Quaternary Compounds or Quats.

Quats have been developed which are quite stable in hard water, have low skin irritation characteristics, high bactericidal activity and low odor.

## B. Soaps:

Soaps are probably the oldest class of surface active agents. Modern technology has improved soap quality and aided in reducing costs. The commonest weakness in soaps is their instability in hard water and their tendency to break down under acidic conditions.

The viscosity of a liquid soap does not indicate the quantity of soap present, since additives can be incorporated to thicken these products. Soaps are disappearing from the cleaning picture since they contribute to the formation of films and deposits on floors and in drains.

## C. pH, Sequestering or Chelating Agents:

The term pH denotes whether material is alkaline or acid.

A pH of 7.0 indicating neutrality is not desirable in cleaning materials. For institutional cleaners a mildly alkaline pH of 8 to 10 is recommended.

Acid cleaners also have their place as urinal and toilet bowl cleaners and especially in milk and food processing areas to remove milk stone and water scale.

### Sequestering or Chelating Agents:

These chemicals are agents which, when added to cleaning compounds, are able to "tie up" or place in solution many of the salts found in hard water, thereby enabling the detergents to be more effective.

### Types of Formulations:

The use of synthetic detergents rather than soaps in preparations intended for institutional use is recommended. The synthetic

detergent will not deposit a film and can be used with hard water without complications if the product has been properly formulated. A film of soap deposited on an Operating Room floor could render this area non-conductive with the possibility of disastrous results during an operation.

A. All Purpose cleaner:

This product containing synthetic detergents, sequestrants, etc. may be employed for all types of cleaning but does not have disinfectant properties.

B. Detergent-Disinfectant: Phenolic Type. (Synthetic Phenolics & Synthetic Detergents) These preparations are generally considered to be the best all-round products since phenolics are effective over a wide range of the bacterial spectrum. They are the most stable in the presence of organic material, and therefore, do not require complex time consuming procedures.

Requirements for Detergent-Disinfectant:

1. Bactericidal component must be non-selective, effective against a wide range of the bacterial spectrum both gram positive and negative. Must be tuberculo-cidal, fungicidal, and viruscidal.
2. Detergent must be effective against all types of soil.
3. Solutions must be conductive.
4. Must be safe to use on all surfaces.
5. Economical in use.

This type of product is excellent as a general hospital detergent-disinfectant.

It is not intended for use on food service equipment.

C. Detergent-Disinfectant-Deodorant: Quaternary Ammonium Compound

This one step product is excellent for use in areas housing incontinent patients, since it embodies all the necessary materials in a single step housekeeping procedure.

Quats are efficient, especially against staphylococcus aureus and other gram-positive organisms. However, they are not effective against the TB bacillus.

In combination with a nonionic detergent, the quaternary ammonium compound becomes the basis for a highly efficient multi-purpose cleaner-disinfectant. This product offers an advantage over phenolic and iodophor dual purpose combinations since it provides excellent odor control without introducing an odor of its own. Quaternaries are odorless and destroy rather than mask existing odors.

Requirements for Detergent-Disinfectant-Deodorant:

1. Bacterial component must be non-selective, effective against a wide range of the bacterial spectrum, both gram positive and gram negative.
2. Must be fungicidal and virucidal.
3. Detergent must be effective against all types of soil.
4. Solutions must be conductive.
5. Must be safe on all surfaces.
6. Must be capable of destroying odors.
7. Economical in use.

D. Iodophors and Detergents:

This type of product is a combination of an iodine complex plus a detergent. Iodophors are the most powerful germicidal agents in general use. They are definitely viruscidal, as well as tuberculocidal. Iodophors release free iodine for killing in an acid medium, and since detergents are more effective in alkaline solution, the cleaning ability of an iodophor is not as great as other germicidal detergents. These products have a built-in color indicator. As the germicidal activity is dissipated in use, the characteristic color of the solution is lost. Iodophors are apt to stain and can be corrosive.

This product is suited best for use in dietary departments; for sanitizing food utensils; in isolation areas for hand dips; disinfecting instruments and cold sterilization.

E. Miscellaneous Cleaning Materials:

1. Cleaners (sometimes called Scouring Powders). Through the misuse of cleaners, which for the most part contain abrasive materials, glazed surfaces on sinks, ceramic floor tiles, bath tubs and other fixtures will be worn away. A practical test to determine abrasion is to sprinkle some of the powder on a glass laboratory slide and place a second slide over it. Rub both of them together and examine the surfaces; if the glass has been scratched the cleanser should not be recommended for use on glazed surfaces. Once glaze has been worn away, the surface from which it has been removed becomes a cleaning problem.

2. Wax Remover (generally referred to as a Stripper).

There are two types: one used in varying dilutions for the removal of water-emulsion base wax; and the other, a solvent typed wax remover which is used solely for removing solvent-type wax from wooden floors. Under no circumstances should a solvent base wax remover be used on asphalt, vinyl, rubber tile or similar floor coverings. The solvent will soften the texture of the tiles and render their surfaces rough and unserviceable.

3. Isopropyl Alcohol is a rejuvenator of old asphalt and rubber tile. Use approximately three parts water to one part alcohol, applied as follows:

- a. Scrub floor free of old wax or heavy film and rinse properly.

(See wet-mopping and deck scrubbing techniques.)

- b. When floor has been properly scrubbed and rinsed and is dry, apply alcohol mixture over the floor in approximately three applications as you would wax. Buff between each. Then apply regular coats of wax and buff between each.

4. Vinegar (acetic acid) is a very effective window washing agent and a neutralizer of harsh detergents. A mixture of two cups of vinegar to one gallon of water can be used for both purposes. Floors which are stripped of old water emulsion base wax generally must be neutralized. The stripper has a very high alkalinity of pH-11. The vinegar rinse neutralizes the floor to pH-7 and prepares it to receive the wax which is to be applied.

5. Water emulsion base wax is a floor surface preserver used on soft floor coverings such as asphalt and rubber tile. It must always be used in 100% solution.

6. Solvent base wax. Never use on soft floors. It is solely for use on wooden floors.

#### Terminology of Soiling:

Many terms have been applied to various types of soil. The commonly encountered soils can be grouped under a few general headings, and the methods of removal can be adjusted to fit the existing conditions.

##### A. Grease and oils:

These are usually caused by industrial or cooking fumes, body greases, lubricating materials and oils. They may be water-thin in consistency or almost solid, depending upon the other soils that are mixed with them and the temperature.

Oily-type soils are generally of two types, petroleum or mineral oil type, and vegetable or animal type. The petroleum type is generally inert or resistant to combination with most chemicals. Removal necessitates a physical attack such as emulsification, suspension or scrubbing. Usually, higher temperatures tend to soften this type of soil and makes it easier to remove.

Vegetable-type soils are usually more susceptible to the process of saponification, through being transformed into a soapy substance which is partially soluble.

B. Carbon and earthy-type materials:

This group would include such soils as soot, clayish materials and dust. These materials are usually insoluble in almost all cleaning materials and must be removed by agitation or suspension. While in the suspended state, they can be removed by rinsing or wiping.

C. Scale:

This condition is usually caused by hard water or industrial waste accumulation and may even include rust. Rapid removal of scale is most easily accomplished with the use of an acidic cleaner. The composition of the underlying surface must be taken into consideration when employing a material of this nature. Terazzo, marble and concrete are similar to scale in their chemistry and can easily be ruined.

D. Body Wastes:

Body wastes vary depending on diet. Deposits in and around toilet fixtures are the result of a combination of factors. Urine, while apparently clear, contains a large percentage of solids which come out of solution upon cooling or on contact with a cold surface. Such deposits composed of a variety of organic substances usually have a characteristic and objectionable odor.

Acidic-type materials in combination with the proper inhibitors and germicidally active materials are the most satisfactory and effective method of removal.

Frequent cleaning and sanitizing of such fixtures is necessary.

#### IV. Cleaning Equipment and Operations

A. Housekeeping in institutions requires the use of a variety of cleaning supplies and equipment. Each of the many items is manufactured for a specific housekeeping task and must be utilized accordingly, thus gaining the maximum benefits from the use of such items.

Every effort must be made between the institutions of the Department to promote the exchange of ideas, which are successful in bringing about savings in materials or man hours.

B. Housekeeping ideas relating to the saving of materials and manpower.

1. Doubling the ordinary use of a mop head.

a. Most mops begin breaking down at the mop **band**. Constant pressure on the mop band causes the strands to be weakened and cut off at this point.

b. The life of the head can be lengthened by adding an additional fabricated canvas band over the original mop head.

c. In addition mops must be cleaned and sanitized after use and permitted to air dry.

2. a. Wall washing.

Accidents may be reduced by having a longer handle made for the sponge mop with its attachment, which can be guided over wall surfaces to the height of ceilings without

having to work from a scaffold or from a ladder. Wall washing machines with appropriate attachments are also available.

3. Window Washing:

- a. Windows may be equipped with hard-to-remove screens on the exterior of buildings. As a result they may not be washed regularly.

Suggestion:

- b. 1. Using the institution's fire engine as a source of water, apply adequate water pressure on both the screens and windows at the same time.
2. Another method would be to acquire two 55-gallon drums, a gasoline one-cylinder water pump, and copper tubing equipped with a nozzle that can be regulated to eject a stream or spray as desired. One drum is used for a detergent mixture and the other for rinse water. The procedure is to spray the entire window with the detergent mixture first and then rinse. This is accomplished by alternating the suction hose of the pump from one drum to the other. **Approximately two to three minutes is required per window in this manner as compared to thirty or sixty minutes**

per window the usual way, depending upon the extent to which the screens and grills interfere.

3. Tri-Sodium phosphate, vinegar, or a suitable detergent can be used for this window-washing technique.

c. Storing and Issuing of Supplies and Equipment:

1. Keeping supplies and equipment ready for use involves the establishing of certain practices which must be strictly enforced. Everything that is stored must be ready for use at the time of issue.
2. Brooms, mops, brushes, pails and similar equipment should be issued on an exchange basis.
3. Detergents, etc. should be issued only in amounts that have been predetermined as being adequate for a normal day's performance of housekeeping tasks. Containers are to be labelled with name of contents, pattern of use, antidote and name of manufacturer.
4. All returnable equipment issued for daily use should be inspected at the time of return for cleanliness and serviceability. Instances of abuse or misuse of items or the return of unclean items can be remedied

and controlled more effectively in this manner.

5. Marking or painting certain equipment for housekeeping tasks that must be performed in isolation areas will serve as an added precaution against the spread of harmful bacteria. All persons involved in performing sanitary maintenance can be taught to refrain from using such items in other than assigned areas.

# STANDARD SANITARY MAINTENANCE TECHNIQUE

## #1 - SWEEPING

### STANDARDS

- A. Sweeping is the most frequently performed floor maintenance technique and is relied upon to prevent soil and gritty substances from being ground into floors and floor finishes.
- B. Swept floors require minimum wet mopping or machine scrubbing.
- C. If performed improperly or carelessly, sweeping can disturb bacteria on the floor and distribute them in the upper air spaces of the room, where they may cause ill effects to the worker or to passers-by.
- D. The sweeping equipment to be used depends largely on the area that is to be swept. For example:
1. Push Broom, Horse Hair . . . . . for sweeping smooth floor surfaces.
  2. Corn Broom . . . . . for sweeping rough floors, heavy soil, broken glass, and sidewalks.
  3. Treated Dust Mops . . . . . for smooth floors.
  4. Counter Brush . . . . . for tops of counters and sweeping piles into dust pans.
  5. Micro Stat Vacuum Cleaner . . . . . When available, for use in medical and surgical areas.
  6. Other items are waste receptacles and a putty knife for use as a scraper in removing gum and caked substances.

E. Sweeping compounds, if required can be made by: dampening saw dust with clean water. The use of oil-base sweeping compounds should not be authorized, as they leave oil films which are injurious to the surfaces of soft floor coverings (rubber, asphalt, tile, etc.) On most other floors they tend to bring about discoloration and are the cause of starting floor odor.

F. Checking the broom handle for splintering, and taping, if necessary, is good safety practice.

G. Keeping equipment clean is as important as performing the task.

H. The Safe Sanitary Techniques

#### OPERATIONS

1. Prepare Area
  - a. Place safety signs, etc. in position.
  - b. Move obstructions out of the area to be swept.
  - c. Place equipment in a safe place.
  
2. Begin sweeping at the farthest corner from entrance.
  - a. Place sweeping tool in front of your feet.
  - b. Stand erect and at ease.
  - c. Push tool ahead of you as far as it is comfortable for you.
  - d. Bring it back by lifting.
  - e. Get into position by taking a step in the direction you

- are going. Then repeat the forward push of the tool.
- f. Push tool to align with the previous stroke.
  - g. Continue sweeping in the same manner in all unobstructed areas.
3. Sweep around and under obstructions.
    - a. Use pull strokes for sweeping under obstructions, use counter brush for getting under such areas as cannot be swept with the tool.
  4. Remove caked substances as they are noticed.
    - a. Use putty knife to scrape off gum and paint spots, being careful not to dig into flooring and coverings.
  5. Sweep soil into small piles and off to the side of traffic lanes.
    - a. Sweep soil into small piles and pick up as soon as possible.
  6. Never raise dust as it may contain bacteria which may be harmful.
  7. Clean all equipment used before storing.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #2 - DUSTING

#### STANDARD

A. Removal of dust from horizontal and vertical surfaces of furniture, fixtures, furnishings and equipment not only makes them appear visually clean but also reduces bacterial load.

B. Dusting of interior painted surfaces on a regularly scheduled basis (or as often as may be deemed necessary), is a preventive maintenance technique which prevents dust particles from fusing to painted surfaces, thereby causing discoloration, a film which in many instances can only be removed by the use of a harsh detergent, and the need for early repainting.

C. In performing dusting tasks, great care must be taken not to circulate dust back into the area from which it is being removed. Flicking of dust cloths in a room is a practice which should be avoided, especially in a medical and surgical treatment area. Where there is danger of the dust particles harboring harmful bacteria, the damp cloth method of dusting should be mandatory. Hospital staphylococcus infections are carried by the circulation of warm air in closed atmosphere.

D. Dusting operations should never be neglected and must be checked to insure that they are being performed in a satisfactory manner.

The supplies and equipment used for performing this function are:

1. Soap or a neutral-type detergent
2. A pail or basin
3. Lukewarm water
4. Clean rags

5. Vacuum cleaner and attachments if available.
6. Germicide or bactericide if recommended.
7. Specially treated dust cloths if recommended and available.

#### OPERATIONS

1. In general, dusting should be performed in such a manner that no dust is flicked into the air where it may resettle on another surface or be inhaled by a passerby or the worker.
2. If the damp cloth method is selected, the pail or basin should contain a sufficient amount of the solution to be used. Cloths should be dipped into the solution and wrung free of excessive moisture. One cloth should be used to wipe off the dust; a second to insure that the surface is clean of excess moisture and remaining dust smears. Note: the water in the container should be changed as often as necessary to insure adequate cleaning.
3. It is generally a good practice to go over the area which has been dusted as described in #2 with clear rinse water, employing the two-rag method. It will insure the removal of any residue from the solution and produce a much cleaner surface.
4. Use of the vacuum cleaner for dusting operations is less time-consuming and eliminates the use of damp cloths which cannot always be utilized.
5. Many wall surfaces, other than in hospital areas, can be dusted by tying a cloth to a push broom and gently gliding it over the wall surfaces. The dry vacuum system is, however, the most effective method for the dusting operations in all areas.
6. Clean all equipment before storing.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #3 VACUUM CLEANING CARPETS AND RUGS

#### STANDARDS

A. Carpets and rugs must be vacuumed at least once daily.

Vacuuming removes the gritty particles of dirt and dust which are responsible for the breaking of fibers in these costly floor coverings. It also lays the nap in a uniform manner which improves the appearance of rugs and carpets.

#### SUPPLIES AND EQUIPMENT

Vacuum cleaner and attachments.

#### OPERATIONS

1. Prepare rug for vacuuming.
  - a. Move obstructions.
  - b. Pick up litter which cannot be vacuumed.
2. Begin vacuuming at the farthest corner from entrance.
  - a. Get into a comfortable position and place tool and wand in front of you on the rug. Guide the tool by gripping the wand firmly with one hand and the hose with the other. Allow the wand to slip up and down through your hand as you guide it back and forth. Lean forward when pushing tool ahead of you by bending at the hips. Work arms forward and backward, vacuum ahead of you and step backwards, refrain from walking over area you have vacuumed. Vacuum entire rug.
3. Vacuum around and under obstructions.
  - a. Use pull strokes for under desks, etc.
4. Arrange furniture, etc.
  - a. Reset all items moved.
5. Empty and clean vacuum bag or container.
6. Clean all items used before storing

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #4 MACHINE DRY CLEANING OF FLOORS

#### STANDARDS

A. Machine dry cleaning of floors is not a recommended procedure for medical and surgical treatment sections because this technique has a dangerous tendency to grinding off soil films which are pulverized into fine dust particles. As a result, harmful bacteria are apt to be dispersed.

B. This dry cleaning technique is generally recommended by the floor maintenance experts since it avoids the misuse of water and detergents on waxed floors. It is performed by attaching a set of wire brushes or a fibrous abrasive disc to a floor machine. For wire brushes, a steel wool pad is used; for the 3 M disc, a 3 M abrasive pad.

C. The steel wool pad or 3 M abrasive pad when rotated on the floor with a weighted floor machine grinds off the imbedded soil from waxed floors. It also grinds off any high spots which are caused by excessive wax build-up. To perform this operation without causing damage, the floor must be completely dry. Dampness will cause the abrasive pad or the steel wool to dig into the floor covering.

D. This technique can be performed as often as required.

#### Equipment required:

1. Floor machines equipped with 3 M abrasive discs or wire brushes.
2. Steel wool pads or 3 M abrasive discs.
3. Putty knife.
4. Mop, pail and wringer.

5. Broom and dust pan.
6. Vacuum cleaner if available.

#### OPERATIONS

1. Prepare area
  - a. Place safety signs, etc. in position.
  - b. Move obstacles.
  - c. Sweep litter.
  - d. Install 3 M disc or steel wool pad.
2. Begin buffing.
  - a. Start at entrance. Place wire of polisher over left shoulder, grasp left handle and some wire in left hand, grasp right handle and switch with right hand. Press switch and guide polisher over entire floor surface.
3. Scrape off gum and caked substance.
  - a. Remove gum and caked substances with putty knife.
4. Vacuum or damp mop.
  - a. Begin damp mopping or vacuuming at the farthest corner from entrance and complete entire floor.
5. Place furniture, etc. back in place.
  - a. Reset furniture, etc., into position.
6. Clean and store all equipment.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #5 DAMP MOPPING

#### STANDARDS

A. There is a difference between wet mopping and damp mopping.

Damp mopping is a preventive floor maintenance technique which should be performed immediately after a floor has been swept preparatory to buffing. Damp mopping removes fine dust particles which, if allowed to remain on the floor and buffed into the floor finish, will hasten the need for wet mopping or machine or deck scrubbing.

B. This technique is performed with plain clear water, and may be performed in certain medical and surgical treatment sections with the addition of a prescribed non-detergent type bactericide as a daily operation after each sweeping.

Equipment required:

1. Mop, pail and wringer
2. Clear, lukewarm water
3. Non-detergent type bactericide if required.

#### OPERATIONS

1. Prepare floor
  - a. Place safety signs, etc. in position.
  - b. Move obstacles.
  - c. Sweep, dust mop or vacuum.
2. Begin damp mopping at the farthest corner from entrance.
  - a. Half fill both pails with lukewarm water.
  - b. Place mopping equipment close to the area you are to mop.
  - c. Dip mop into water and wring out, as for drying a floor.
  - d. Hand clean baseboards with cloth or use heel of mop.

- e. Mop approximately a 5' x 5' section and rinse out mop into second pail.
  - f. Repeat - First the baseboard and then a 5'x5' floor section, rinse out mop in second pail, then dip into first, wring out and mop baseboard, then the floor, continue until entire floor has been damp mopped.
3. Mop under and around obstacles and fixtures.
- a. If mop cannot be used for getting under obstacles and fixtures, dampen a rag or sponge and wipe off the floor surfaces.
4. Wash out mop and clean all equipment before storing.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #6 WET MOPPING

#### STANDARDS

A. This technique is time-consuming and requires the use of large amounts of both detergent, water, and rinse water. Attempts at short cuts in wet mopping have led to untidy-looking floors, baseboards and walls and created foul odors. There are no short cuts to this operation.

B. The purpose of this technique is to remove light and medium soil films from waxed and unwaxed floors. (Heavy soil films must be removed by the scrubbing operations.) It is performed by applying a detergent-and-water solution to a floor area of approximately 10 x 10 square feet. The solution is allowed to dissolve the soil film for a period of 2 to 4 minutes. The dissolved film is then removed and the mop washed in the clear water each time it is wrung free of the solution. Repeat until completion of the 10 x 10 section.

C. Clear rinse water is applied to the area which has just been mopped as in B above. This is the first rinse. When this has been done, the second rinse is applied in the same manner, followed by a third rinse if required.

D. Wet mopping is generally performed on a daily basis in such places as toilet and water sections, kitchens, dining rooms, public areas, certain shops and clinics. Most waxed floors do not need this service on a daily basis, generally requiring once per-week to once-per-month mopping. The frequency of this operation depends on the location of the floor, the institution and the amount of traffic the floor receives.

E. Failure to change water and to keep the mop clean during the operation encourages unsanitary practice. The mopping task should always be assigned to someone who has been properly instructed. It pays to train the wet mopper and inspect his work, correcting each improper mopping practice on a daily basis.

The equipment needed:

1. Two mopping pails and a wringer.
2. Two mops if available (one can be made to suffice).
3. The required detergent.
4. Clean, dry cloths (for wiping off splatter markings).
5. Putty knife or scraper.
6. One mop handle equipped with steel wool (in lieu of mop head). This tool is effective for rubbing off caked substances.
7. Wet and dry pick up machine if available, equipped with attachments.

#### OPERATIONS

1. Prepare floor.
  - a. Place safety signs, etc. in position.
  - b. Move obstacles.
  - c. Sweep, dust mop or vacuum.
  - d. Place drop cloths in position in front of the entrance and near exit.
2. Prepare solution and place equipment where it will be out of traffic areas and where it will be readily available.
  - a. Mix solution according to instructions.
  - b. Place mopping equipment containing one pail of solution and one pail full of clear lukewarm water and the equipment near area where you are going to begin.
3. Begin mopping at the farthest point from entrance and do not

- attempt to scrub floor with a mop. Also mop under and around obstructions, use sponge or rag in areas which cannot be mopped.
4. Pick up sludge starting at the area wetted down first.
    - a. Dip mop into solution and apply to floor lightly, covering amount of area that mop will allow; dip mop into second pail and rinse; wring out and dip into solution pail and reapply to floor, covering an area of approximately 10 x 10 feet and allow to set for approximately two minutes. Rub lightly when mopping. When a rough spot is located--such as a caked substance--rub off with mop handle containing steel wool.
    - b. Begin picking up sludge with either wet pick-up or second mop.
    - b. If wet pick-up is used hold tool in proper position, keep hose from becoming soiled with the sludge and wire from getting wet. If mop is used, fold mop into sludge until saturated, dip into second bucket and wring out. Repeat picking up of sludge until entire area has been mopped up. Empty second pail and get clear water.
  5. Apply first rinse to area mopped. Apply rinse around and under obstacles, with rag or sponge and pick up in the same manner.
    - a. Wet down the mopped area with clear water and pick up in the same manner as in #4.
  6. Repeat mopping operations.
    - a. Proceed mopping up another section in the same manner until the entire floor has been mopped.
  7. Apply second rinse to floor, rinse under and around obstacles. Pick up with rag or sponge and wipe dry.
    - a. When entire floor has been mopped, apply second rinse in 10 x 10 foot sections and pick-up, wring out the

mop as dry as possible, and go over the entire section to insure the removal of all excess moisture.

8. Apply one or two coats of wax, a. Wax floors if required, see if required. waxing methods.
9. Inspect and correct findings - remove any splatter marks from baseboards, walls and furniture, etc. Clean all equipment and store.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #7 FLOOR SCRUBBING

#### STANDARDS

- A. The type of cleanser used in scrubbing differs with the type of floor. Scrubbing is generally performed with a hand, deck or a machine driven brush. The cleansers are:
1. Soap, scouring powder and synthetic detergents for the removal of heavy soil films.
  2. Wax removers are generally referred to as strippers, and are used for the dissolving of old layers of wax from waxed floors only.
- B. In general, scrubbing operations are resorted to when soil films can be removed only with difficulty.
- C. Since such operations are very slow and time-consuming, every effort should be made to sweep regularly, damp mop as often as required, and wet mop at the first indication of a soil film build-up.
- D. For best results, only a 10 x 10 feet section or less should be scrubbed at any one time. The scrubbing solution must be picked up immediately upon completion of the scrubbing and the scrubbed area given a first rinse before beginning the next. The entire floor should be scrubbed on a section-by-section basis as outlined. Immediately upon completion of the scrubbing operation, the entire scrubbed area should be finished with a minimum of at least two wet mop rinsings.
- Note #1. When old wax has been removed, the second rinse may contain a vinegar solution if the floor requires the neutralizing of the alkali of the wax remover.
- Note #2. This would also be the appropriate time to use the 5 to 1 Isopropyl alcohol solution on old composition tile floors which need

rejuvenation. Apply this mixture after the floor has received its final rinse.

E. The equipment used for this operation is:

1. Hand or deck brush.
2. Floor machine equipped with scrubbing brushes, or wire brushes, steel wool pads, or 3 M pad and scrubbing disc.
3. Two mopping pails and two mops and wringers.
4. Soap and detergents required and/or wax remover.
5. Vinegar and/or alcohol.
6. Floor tool (mop handle equipped with steel wool to rub off high spots.)
7. Drop cloths if area has heavy traffic.
8. Safety equipment, ropes, signs etc. to prevent walking through area being scrubbed, thereby preventing serious falls.
9. Wet and dry pick up and attachments if available.

F. It may be advisable to perform most scrubbing operations with a team of three. The institutional setting, the area, traffic, etc. will determine the actual frequency of the floor scrubbing operation.

#### OPERATIONS

1. Prepare floor for scrubbing operation.
  - a. Remove obstacles.
  - b. Sweep, dust or vacuum.
  - c. Place drop cloths in position.
  - d. Prepare solutions which are to be used.
2. Begin scrubbing at the farthest corner from entrance.
  - a. Apply solution to an area approximately 10'x10' with the mop; let stand for about two minutes.

- b. Attach scrubbing implements which are to be used and scrub entire area.
  - c. Pick up sludge and rinse.
  - d. Proceed in the same manner until entire area has been scrubbed.
- 3. Use a piece of steel wool to scrub under and around obstacles and obstructions.
  - a. Hand scrub corners and under obstructions with same solution and steel wool.
- 4. Remove stains and caked substances.
  - a. Check floor for stains and caked substances and remove.
- 5. Rinse entire floor by starting at farthest corner from entrance.
  - a. Apply rinse water to floor in 10 x 10 sections, pick up and continue until entire floor has been rinsed.
- 6. Clean baseboards and wall splatter marks.
- 7. Allow the floor to dry before performing either the buffing or waxing operation.
- 8. Inspect, correct findings, clean and store all equipment used.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #8 TERRAZZO AND CONDUCTIVE FLOORS

#### STANDARDS

- A. Marble, terrazzo and conductive floors require special care. They are costly to install and must be carefully maintained if their beauty is to be preserved and the purpose served for which they have been installed.
- B. Floors of this type should be swept free of litter, then damp mopped to remove surface dust and finally wet mopped with a neutral-type detergent. This must be removed as rapidly as possible to prevent any of the dissolved soil film and detergent residue from penetrating and remaining in the pores of the floor.
- C. On conductive floors, soaps or detergents which leave residues should be rinsed at least three times to prevent any build-up of soap scum. Scum may generally be detected after the floor has been tested for safety. The general practice is to use one of the synthetic-type detergents which do not leave a residue. Caution: Under no circumstances should a wax, sealer or any substance which coats the surface of the conductive floor, be used, since this reduces the capability of the surface to ground static electricity.
- Many such substances will not affect the floor on the first few applications. However, in time, they build up insulation which is generally not detected until after an accident has taken place. To be safe, keep the floor well swept, use plain clear water and an effective neutral (non-residue leaving) detergent only when necessary.

D. Terrazzo and marble floors, if not used as conductive floors, can be sealed to prevent soil penetration, thereby making their maintenance much easier and less time-consuming. Caution should be exercised in the selection of the sealer. Consultation with one of the many contractors who specialize in such floors will generally yield expert advice.

E. Supplies and Equipment:

Mopping unit - double pail.

Mop and handle.

Wet pick-up.

TSP (Tri-Sodium Phosphats) - for use on conductive floors.

Vinegar - for use on conductive floors.

Salt - for use on conductive floors.

Detergent for terrazzo, but not on conductive floors.

Putty knife - sponge and drg rags.

Mop handle equipped with fine steel wool.

#### OPERATIONS

1. Prepare floor.
  - a. Remove **obstructions**.
  - b. Sweep or vacuum entire floor.
  
2. Begin mopping at the farthest corner from entrance.
  - a. Apply clear water, with mop from first pail, to area approximately 5' x 5'.
  - b. Wring out mop in **second** pail dip in and pick up water with it.
  - c. Wring out mop into second pail dip into first and wring out into second, until practically dry.
  - d. Mop up entire 5' x 5' area of all moisture by repeating steps of c.

- e. Repeat mopping of entire area to be mopped in the same manner, in 5' x 5' sections.
3. Mop under and around obstructions.
    - a. If mop cannot be used under obstacles, use sponge or rags.
  4. Use mop, rag or sponge to mop or wipe baseboards.
    - a. Whichever is to be used, rinse in clear water and wipe off all splatter marks from walls and baseboards after completing each 5'x5' section.
  5. Remove caked substance.
    - a. On conductive floors, steel wool is used to rub out.
    - b. On terrazzo floors, steel wool and cream limesoap remover.
  6. Mix solution for heavy soil removal and mop floor in the same manner described.
    - a. Conductive Floors.  
Mix 1/2 cup TSP to pail of water and mop 5'x5' area. Pick up and rinse with clear water.
    - b. Terrazzo Floors  
Mix 2 oz. of detergent to a gallon of water.
    - c. First apply clear water to 5'x5' area, pick up, and follow with mixture, pick up and rinse with clear water.
  7. Inspect areas mopped, correct findings - clean all equipment used and store in proper place. Report any action required to supervisors.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #9 WOOD FLOOR CARE

#### STANDARDS

- A. Wooden floors require special care if they are to be maintained free of odors and in a clean state. Every attempt must be made initially to put them in condition so that they can be properly maintained with the techniques as outlined.
- B. Putting the floor in condition. This is generally accomplished by sanding off the rough surfaces and/or the unsightly stains that have been allowed to penetrate. The floor is sanded to a smooth level finish. Dust is vacuumed or swept up and the floor is dust-mopped to insure against any dust particles remaining on the surface. A clear penetrating sealer is either painted or mopped on the floor. Apply as many coats of sealer as the wood will absorb (two to four coats depending on the **type** of floor). Unsealed old floors will absorb more than floors that have previously been sealed. New floors will require at least three coats. The final coat when completely dry is generally buffed with fine steel wool or sand paper and the residue swept or vacuumed and the floor dust-mopped.
- C. A surface sealer is then applied (a tough gum-type is recommended). It may be applied in a minimum of two coats. When it has been allowed to dry, approximately two thin coats of solvent type paste wax should be applied over the surface sealer and each coat buffed to a high finish. The floor is now in condition and it can be maintained in this manner by scheduling and performing daily maintenance operations and the weekly, monthly or annual operations as required. Wooden floors are costly to install and much costlier to replace.

D. Floors that have been put into condition must be kept free of litter, gritty substances that can be ground into the costly floor finish, and spillings which should be picked up immediately when it takes place. Floors should be kept swept on a regular basis or as often as required. The sweeping tool used should not contain any of the oil-base dust control preparations as these leave a residue and eventual floor discoloration and odor problems. Use either push brooms and/or vacuum cleaners.

E. Immediately after sweeping, it is advisable to damp mop to remove dust particles from the surface of the floor. If buffed, such particles will begin the discoloration of the floor finish. Damp mopping (not wet mopping) should be performed with two pails, each containing clear water. The mop is dipped in the one and wrung out, it is then applied to the floor in an arch-like motion. It is then placed into the second pail, rinsed so as to deposit the soil into the pail, wrung out and placed into the first pail; rinsed, wrung out and again applied to the floor. The water in both pails should be changed as often as necessary to keep the mop clean and prevent putting dirt, etc. back onto the floor.

F. Wet mopping, though frowned upon by floor maintenance experts, may be utilized whenever a light or medium soil film must be removed. Caution should be exercised, however, to insure that only 5' x 5' or 10' x 10' areas are mopped at one time and that both the solution water and the rinse water is actually mopped up rapidly and the floor given an opportunity to dry before being walked upon. After each wet mopping, the floor should be buffed with a clean brush, disc or buffing implement, and then waxed and buffed again.

G. Some floors may be maintained with the dry cleaning method and the soil films removed with a solvent liquid-type cleaner.

#### OPERATIONS

1. Prepare floors for waxing.
  - a. Remove all obstructions.
  - b. Sweep, vacuum or dust mop.
  - c. Machine clean floor with steel wool.
  - d. Apply floor cleaner.
  - e. Buff floor.
  - f. Place drop cloths in position.
  
2. Apply wax to entire floor.
  - a. Apply wax in a very thin coat.
  - b. Wax floor.
  - c. Wax under and around obstructions.
  - d. Allow wax to dry approximately five minutes.
  
3. Buff entire floor and apply second coat of wax.
  - a. Apply second coat of wax in the same manner and buff when dry.
  
4. Inspect, correct, clean and store all equipment.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #10 FLOOR WAXING

#### STANDARDS

A. Waxing floors is a preventive maintenance technique which results in obtaining maximum wear out of costly floor coverings. The type of floor and floor covering determines the type of wax which will best preserve it. For example, water emulsion base wax is utilized on asphalt, rubber, asbestos and other soft floor tiles; solvent paste or liquid wax is utilized on wooden floors.

B. Guide Rules For Waxing Floors Are:

1. Apply wax to floors only after they have been properly cleaned.
2. Apply wax in very thin coats, allow to dry thoroughly before buffing. Buff each coat separately.
3. Apply water emulsion base wax in 100% solution. Do not dilute with water, or add anything to it.
4. Always apply two coats of wax to a floor that has been stripped of old wax.
5. Always remove the factory wax from a newly installed floor by stripping the floor after it has been allowed to set for a minimum of two weeks. (Do not use water on the floor during this period).
6. Maintain a record card for each floor that is waxed, indicating the date it was last waxed and the number of coats applied.
7. Under no circumstances should a seventh coat of wax ever be applied. After the sixth coat the floor should be scheduled for stripping of the old wax and re-waxed.
8. Never use solvents such as kerosene, gasoline, turpentine, benzine, paint removers, etc. on the surface of soft tile floors.
9. Wax that has been poured into the container in which the waxing tool has been dipped should never be saved for use elsewhere. Dispose of the unused amount as outlined in operations #7.
10. Do not store wax in an area where it is apt to freeze.

11. Apply all wax with a clean acid-and-alkali-free mophead.
12. Wash the container and the tool used for waxing thoroughly. Store where they can dry rapidly and be kept well aired.

#### OPERATIONS

1. Prepare floor for waxing
  - a. Examine card for number of coats applied.
  - b. Move obstructions.
  - c. Sweep, dust mop or vacuum.
  - d. Place drop cloth and safety apparatus in position.
  - e. Wet mop, machine scrub or strip, neutralize and rinse floor.
  - f. Inspect and correct findings.
  - g. Test floor for dryness.
  
2. Begin waxing at the farthest corner from entrance.
  - a. Place plastic sheeting on floor near area to be waxed.
  - b. Place wax container, pail or wax holder on sheeting.
  - c. Pour approximately two quarts of wax in holder or pail that is to be used for dipping applicator or mop.
  - d. Dip mop or applicator into wax and squeeze out surplus.
  - e. Apply to floor, approximately six inches away from baseboard wax entire floor in this manner.
  
3. Wax under and around obstacles.
  - a. Use sponge or rag to apply wax under obstacles which cannot be waxed with applicator.

4. Place fan in position.
  - a. Place fan on floor and in a position where it will do the most good to help dry the wax.
  
5. Test floor before buffing.
  - a. Allow five minutes drying time to elapse.
  - b. Inspect and test by touching floor for dryness.
  - c. When dry, buff entire floor starting at the farthest corner from entrance.
  
6. Recoat floor with wax.
  - a. Apply second coat in the same manner as the first and buff when dry.
  
7. Inspect, correct deficiencies, replace furniture, clean all equipment and attachments used, and store in proper place.  
Note: Pour remaining wax from container in a clean can or jug; do not pour it back into the original container. Label can or jug, "Used Wax."

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #11 FLOOR STAIN REMOVAL

#### STANDARDS

A. Most stains can be removed immediately before they penetrate and dry by wiping up or washing with soap and water. There are, however, many stains that cannot be removed in this manner and there are many "don'ts" in stain removing which should be remembered.

1. Do not use carbon tetrachloride indoors for removing any stains within the confines of the institution. The vapor is highly toxic.
2. Do not use solvents for the removal of stains on soft floor coverage. Solvents soften tiles and they will not take wax. Their poor appearance will necessitate replacement.

#### B. SOFT FLOORS

1. Alcoholic Beverages.

First choice - Clean with detergent.

Second choice - Wait until stripping time and after floor has been stripped, apply a mixture of three parts water to one of alcohol on the stained area and feather out. If necessary continue the application on the entire floor.

2. Asphalt Adhesive

First choice - Cleaner or scouring powder and steel wool; moisten and rub out.

Second choice - Alcohol and rags and steel wool.

3. Plaster

First choice - Scrape off with a putty knife.

Second choice - mix one cup of vinegar to one cup water and apply. Allow to soak, rub with steel wool, wipe off and rinse with clear water.

4. Chewing Gum

First choice - Scrape off with a putty knife.

Second choice - C-0-2; freeze and scrape up with putty knife. Be careful, apply only on the gum.

5. Blood

First choice - Common table salt, water and steel wool.

Second choice - Tri-sodium phosphate, water and steel wool.  
Rinse with vinegar and water.

## STANDARD SANITARY MAINTENANCE TECHNIQUE

### #12 WALL WASHING

#### STANDARDS

A. Wall washing is an important function which must not be neglected in institutions. Soil accumulations on dirty walls tend to harbor harmful bacteria. Regularly scheduled wall washing programs help to keep the walls free of oxidized paint and reduce the time required to remove heavy soil films prior to painting.

B. Washing walls prior to painting safeguards against the time-consuming operation of chipping and burning off layers of paint at some future date. It also insures against painting over soil films, with resultant peeling of paint from wall surfaces.

C. Wall surfaces vary from smooth to rough but most institutional walls can be readily washed with soap and water under normal circumstances and with tri-sodium phosphate prior to painting. The use of ladders and scaffolding for wall washing operations has in the past been the cause of many injuries. To a considerable extent, this problem can be avoided by using the techniques described which make it possible to assign a wall-washing task to the average workman engaged in housekeeping activities.

D. Institutional Techniques for Wall Washing

1. Use sponge mops equipped with hand wringer attachments.
2. Purchase, procure or fabricate light metal or wooden handles that can raise the sponge mop attachment to ceiling height.
3. Use one pail for the solution that is to be applied and a second pail for the rinse water. Place a sponge type mop in each and the wall-washing operation can be performed without the need of ladders or scaffolding.

## OPERATIONS

1. Prepare area to be washed.
  - a. Dust off entire wall area that is to be washed.
  - b. Place drop cloths to protect against dripping.
  - c. Mix the solutions that are to be used.
  - d. Have mop and pail standing by for accidental spilling.
  - e. Scrape off all caked substances with putty knife or steel wool.
  
2. Commence washing walls at the farthest point from the entrance.
  - a. Begin from the lowest point, washing a 2 x 2 foot strip to the ceiling.
  - b. Rinse each 2 foot strip that is washed before moving upward to the next.
  - c. Wash and rinse the adjacent sections of the wall in the same manner, washing about two inches into the finished area so as to prevent noticeable wash lines from appearing. Continue in this manner until the entire wall has been washed and rinsed.

## V. Areas

Suggestions for basic or ideal programs in maintaining the various areas in hospital and institutions of all types are presented in this section. These programs can be enlarged or abbreviated as the situation demands.

## OPERATING ROOM SUITE

Cleaning procedures for use in operating rooms are designed to maintain a standard of 0 - 10 bacteria per square centimeter for floors and other surfaces.

All surfaces and equipment in the operating room suite must receive proper attention in order to reduce the bacterial load.

The basic cleaning of an operating room suite can be divided into two categories:

- A. Light Housekeeping or Daily Service.  
This is the attention given the operating room daily or those functions which are performed immediately after each operation.
- B. Heavy Duty Housekeeping Service.  
This could be either performed daily, semi-weekly or weekly, depending on the use of the area.

### 1. Daily Cleaning Service

Material to be used: Germicidal detergent

Personnel : will wear operating room garb.

- a. Remove all trash.
- b. Remove soiled laundry.
- c. Wash down all equipment. After an operation this function is performed by operating room nurses.
- d. Damp dust all furniture, exterior surfaces of all cabinets, counters.
- e. Clean overhead surgical lamps.
- f. Clean and service O.R. entrance mats.
- g. Clean all wash bowls, sinks, including all pipes, faucets, door handles, kick plates, door steps and hinges.
- h. Clean windows.
- i. Clean dressing rooms.
- j. Clean floors by assigned method.
- k. Clean and store equipment.

### 2. Heavy Cleaning Service

Materials: Germicidal Detergent.

Personnel : will wear operating room garb.

- a. Remove trash, wash all waste receptacles.
- b. Clean all light fixtures.
- c. Clean all air vents.
- d. Wash ceilings and walls.
  
- e. Wash all doors, including all hardware.
- f. Do not move any equipment without knowledge of operating room personnel.
- g. Scrub floors.
- h. Clean and store equipment.

## Floors

The surgery floor must be thoroughly cleaned on a daily basis.

Depending on usage and economic factors, there are three basic techniques that are commonly used and are effective.

1. Flooding with wet vacuum pick-up.
2. Wet mopping.
3. Damp mopping.

The techniques for performing these operations are described in Cleaning Equipment and Operations of this Manual.

## MEDICAL-SURGICAL AREA

### Daily Service

The duties listed below would be applicable for both ward and individual rooms.

Material: Germicidal detergent, bowl cleaner, powdered cleanser.

Garb : optional

1. Obtain necessary equipment and materials.
2. Remove trash, clean container by washing or damp dusting.
3. Remove soiled linen.
4. Damp dust with germicidal detergent all furniture in room or ward.
5. Check blinds and windows, clean if needed.
6. Floors: dust with treated mop, follow by damp mopping with germicidal detergent.
7. Bath, shower and toilet facilities:
  - a. Remove any clothing or linens left by patients. Use care in handling as it may be contaminated.
  - b. Using a germicidal detergent wash all porcelain and tile surfaces. If any of these surfaces are stained use a powdered cleanser to remove stain.
  - c. Damp wipe with germicidal detergent all faucets, fixtures, piping, shower heads and any other stainless steel or metal surfaces.
  - d. After thoroughly cleaning all surfaces in b. and c. it would be well to wipe dry these surfaces to prevent water spotting.
  - e. Use a bowl cleaner to clean inner surfaces of toilet bowls and urinals. Add prescribed quantity of cleaner and allow to "work" for a few minutes before cleaning unit. Flush when finished.
  - f. All door knobs, hinges, tops of doors, door checks, wall switches are to be damp wiped with a germicidal detergent.
  - g. Remove trash, clean container.
  - h. Refill toilet paper and towel dispensers.
  - i. Wet mop floor.
8. Clean and store equipment.

## MEDICAL-SURGICAL AREA

### Periodic or Terminal Cleaning Service

This type of service would usually be applied to this type of area about once a month. However, the individual rooms would normally receive this service after each occupancy.

Materials: Germicidal detergent, all purpose cleaner, powdered cleanser.

Garb : optional

1. Obtain necessary equipment and materials.
2. Remove soiled linen, clean containers with germicidal detergent.
3. Remove trash, clean containers with germicidal detergent.
4. Ceilings:  
  
Painted or washable surfaces should be cleaned with germicidal detergent.  
  
Acoustical ceilings are to be vacuumed and then surface sprayed with germicidal detergent.
5. All lights, fixtures, air ducts, grills, fans are to be washed with germicidal detergent.
6. Vacuum all screens, radiators, air conditioning units. Wash all interior and exterior surfaces that are accessible with germicidal detergent. Inaccessible areas should be sprayed with germicidal detergent.
7. Wash all venetian blinds and windows with germicidal detergent.
8. Wash all walls, cabinets, closets, doors and accompanying hardware, with germicidal detergent.
9. Wash all furniture including chairs, bed, mattress, shelves, bedside tables, etc.
10. Dust mop floor with treated mop.
11. Scrub floor using either an all purpose cleaner or germicidal detergent. If the all purpose product is used floor is to be wet mopped with germicidal detergent as the final step.
12. Clean and store equipment.

## Isolation Unit

**Definition:** Isolation is the separation of one individual from other persons to prevent direct or indirect spread of disease.

**Purpose:** To prevent the transmission of infection by actual contact, direct or indirect.

### Points to Remember:

1. All floors are contaminated in the rooms and the ward.
2. Caps, gowns and mask shall be worn while working on a unit. Care should be taken not to contaminate the inner side of gown.
- = 3. All sinks, hoppers, toilets and urinals in the unit are contaminated.
4. All faucets, hopper handles, door knobs, etc. are considered contaminated and unclean.
5. Anything that has come in contact with a patient or is in a patient area is contaminated.
6. Avoid unnecessary handling of the patient's personal belongings, and do not partake of food in the patient's rooms.
- = 7. Each isolated patient is to have his own toilet articles and equipment.
8. Isolation unit is to have its own cleaning equipment, which is not to be removed from the area for use in some other part of hospital.

### Procedures:

1. Gowns, caps and masks will be worn at all times in contaminated areas by personnel performing patient care.
2. Gowns will be worn by all persons entering an isolation unit. This will include hospital personnel, visitors, etc.
3. Nurses station will be considered a "clean" area; gowns, caps and masks need not be worn when working in this area.
4. Soap, water and Iodophor solution will be readily available for hand washing after attending each patient.
5. Hands will be washed and sanitized immediately before and after removing gown.

6. Dressings removed from patients will be collected in waterproof bags, either waxed or polyethylene. Bags will be closed, collected in a closed container lined with a polyethylene bag and disposed of by incineration.
7. Container used for collecting and transporting of infectious materials will be washed and sanitized with a suitable germicidal detergent either phenolic or iodophor daily. This cleaning is to include both the interior surfaces of the container and the lid.
8. Linens and clothes collected in an isolation unit will be bagged and suitably labelled. Wherever possible soluble laundry bags should be employed.
9. Eating utensils should be disposable.
10. Patients will be instructed to use toilet facilities in the rooms to which they are assigned.
11. Door to community toilet-shower room will be kept locked except when bathing patients.
12. Bedpans and urinal will be disinfected with an Iodophor following collections of urine and feces. This excreta will be covered with the disinfecting material and allowed to stand for 15 minutes and then disposed of in the hopper. These units will then be washed and sterilized.
13. Care of Ward
  - a. Pillows, mattresses, bed frames, springs, rubber or plastic sheeting will be washed with a phenolic detergent germicide. This procedure will be done at least once weekly, on terminal disinfection and as necessary.
  - b. Bedside Tables. Clean with a phenolic detergent germicide. These pieces of equipment are to be used for the storage of the basic needs of the patient, not for the general storage of linens, clothes, etc.
  - c. Walls, floors, doors and any other furniture and equipment to be routinely cleaned with a phenolic detergent germicide.
14. Thermometers

Suitable rack should be supplied so that each patient will have his own thermometer. After use, thermometers are to be washed and sanitized in a recognized approved manner.
15. Syringes, needles, should be disposable.

However, if disposable units are not available the permanent type equipment should be thoroughly washed immediately after use and sanitized. Equipment used in isolation units should be marked for identification and kept separate.

16. Incinerable wastes, dressings, utensils should be collected at least once daily and incinerated.

A suitable container lined with a polyethylene bag and equipped with a lid will be used to transport the above. This container will be thoroughly washed and sanitized daily with a phenolic detergent germicide.

17. All employees assigned to an isolation unit should wash the exposed parts of their bodies as they go off duty.
18. In order to prevent employee assigned to Isolation Units from wandering in all parts of the hospital in the uniforms worn on their duty wards, it is suggested that Hoover type gowns be obtained for the females and scrub suits for the males. This garb would be colored for easy identification.
19. Clean and store equipment.

## FOGGING

### (A Method for Terminal Disinfection)

This technique is being employed in some hospitals for terminal disinfection of contaminated areas.

The Fogging procedure is not a substitute for the general removal of soil. During the fogging procedure all the surfaces are to be rendered wet or very damp. If this is not accomplished the disinfection of the area will not be accomplished. Upon completion of the waiting period after fogging the regular procedures for terminal cleaning are employed.

Materials: Germicidal detergent

Equipment: Fogger  
Clean Mops  
Sterile rags  
Squeegee  
Bucket and wringer

Garb: Gown, mask and gloves if required.

#### Procedure:

1. Remove all linens in prescribed manner.
2. Remove trash in prescribed manner. Wash receptacle with germicidal detergent.
3. Deplete room of all bedside equipment such as bedpans, urinals, emesis basin, wash basin, etc. Disinfect this equipment and return to storeroom or central supply for further processing.
4. The doors, drawers to all closets, cabinets and bureaus are to be opened.
5. Check mattress and pillow covering for tears.
6. Close all windows and vents.
7. Partly close blinds and drapes if any.
8. Fogging:
  - a. Prepare disinfecting solution according to label directions.

b. Set gauge and timer:

- (1) Gauge - 1.5 gal. per hour
- (2) Timer - 1 minute for 200 cubic feet of room.

c. Place fogger on floor or on a table in corner of room facing the center, or if oscillating unit is available place in center of room.

d. Start fogger.

Check to determine proper operation. Leave room, close door.

e. Room must be allowed to remain closed for one hour after fogger is automatically turned off.

f. After waiting prescribed time for disinfection of room, enter and initiate terminal cleaning. Wash or damp wipe ceilings, walls doors and cabinets. If needed, a squeegee could be used to remove the excess moisture from the walls and ceiling prior to washing or damp wiping.

All furniture should be damp wiped and followed by drying.

g. Floors

Wet mop after all other procedures have been completed.

h. Clean and store equipment.

## NURSERY

### Daily Service

The following procedures are recommended for newborn, premature isolation and regular nurseries.

Material: Germicidal detergent

Garb: Personnel are to wear scrub gown or suit, cap. In working in isolation, newborn and premature nurseries masks would also be used.

Cleaning time: When babies are out of area.

#### Procedures:

1. Obtain necessary equipment and materials.
2. Remove soiled linen.
3. Empty trash or waste containers. Wash or damp dust.
4. Wash view windows, both interior and exterior surfaces.
5. Wash windows and venetian blinds as needed.
6. Damp dust all surfaces of tables and counters.
7. Clean bassinets, isolettes, etc.
  - a. Remove all bedding.
  - b. Wash interior and exterior surfaces with germicidal detergent. Cleaning should include legs, wheels or casters.
  - c. Cover with a sterile towel until used.
8. Wet mop floor with germicidal detergent.
9. Service foot bath at entrance.
10. Clean and store equipment.

## NURSERY

### Periodic or Terminal Cleaning

Material: Germicidal detergent

Garb: Scrub suit or gown, cap.

#### Procedures:

1. Obtain necessary equipment and materials.
2. Remove all portable equipment and furniture to be cleaned in another area. Furniture and equipment which cannot be moved will be cleaned in the area.
3. Ceilings:  
  
Painted or washable surfaces would be cleaned with a germicidal detergent.  
  
Acoustical ceilings are to be vacuumed and then surface sprayed with a germicidal detergent.
4. All lights, air ducts, grills, exhausts and any other fixtures are to be washed with a germicidal detergent.
5. Wash all walls, doors, windows and accompanying hardware with a germicidal detergent.
6. Wash all venetian blinds, washable shades with a germicidal detergent.
7. Vacuum all radiators, rear of refrigerators, air conditioning units. Wash all exterior and interior accessible surfaces. Inaccessible area should be sprayed with a germicidal detergent.
8. Scrub floors. Complete floor care with wet mopping with a germicidal detergent.
9. Service foot bath at entrance.
10. Clean and store equipment.

## RESIDENTIAL AREAS

### Daily Service

This classification refers to areas such as wards, cottages, and prison cells which are inhabited by persons committed into the various institutions who are not undergoing surgical treatment, or intensive or highly specialized medical treatment.

Materials: Germicidal detergent  
All purpose cleaner  
Bowl cleaner  
Powdered cleanser, chlorinated

Garb: Street clothes or uniform.

#### Procedures:

1. Obtain necessary materials and equipment.
2. Remove soiled linen and laundry.
3. Remove trash, clean container with germicidal detergent.
4. Damp dust beds, and bedside tables with germicidal detergent.
5. Check windows and blinds, clean if necessary.
6. Check doors, areas around light switches and walls for spotting, clean with all purpose detergent or powdered cleanser.
7. Check storage and utility room for cleanliness, clean if necessary.
8. Sweep with push broom or dust floors with treated dust mop.
9. Damp mop floors with all purpose detergent.
10. Bath and shower facilities:
  - a. Collect and remove any linen or clothes left by patients or inmates.
  - b. Empty trash containers, clean with germicidal detergent.
  - c. Wash all porcelain surfaces with all purpose detergent. Those areas that are stained should be cleaned with powdered cleanser, rinse all surfaces thoroughly.

- d. Tile surfaces in showers should be scrubbed with all purpose detergent. If stubborn accumulation of soap residue present, the use of lime soap remover is indicated.
- e. Wipe all faucets, fixtures, rods and handles with a damp cloth, then wipe dry.
- f. Scrub floor with all purpose detergent, follow with damp mopping.

#### 11. Toilet facilities

- a. Toilet bowls and urinals are to be cleaned with bowl cleaner. Place prescribed amount into each unit and allow material to "work" while other duties are performed.
- b. All porcelain surfaces are to be washed with all purpose detergent or cleaned with powdered cleanser (chlorinated type).
- c. All pipes, plumbing, faucets, handles and fixtures should be thoroughly cleaned and wiped dry.
- d. Mirrors are to be cleaned.
- e. All dispensers should be refilled, soap, toilet paper and towel.
- f. Remove trash, clean containers.
- g. Clean toilet bowls and urinal using proper brush. Particular care should be taken to insure cleaning under rim to remove calcium deposits.
- h. Floor in toilet room should be wet mopped with germicidal detergent.
- i. Walls should be washed or spotted with all purpose cleaner.

12. Wards housing incontinent patients have a problem with urine and feces odors. It is recommended that a triple action product be employed for mopping these areas. These products contain a detergent, disinfectant and a deodorant. The deodorant portion of this material is a Quaternary Ammonium Compound which is specific for neutralizing odors. For more information regarding this type product, refer to chemistry of cleaning compound in Cleaning and Sanitizing Materials of this Manual.

13. Clean water or drinking fountains.

14. Clean and store equipment.

## RESIDENTIAL AREAS

### Periodic or Terminal Service

Periodically the general residential or confinement areas should receive a thorough cleaning. This service should be applied monthly, and cover every phase or portion of the unit. Usually the toilet and bathing facilities are cleaned thoroughly after each use or daily and these areas could be by-passed during this monthly service.

Materials: All purpose cleaner  
Germicidal cleaner  
Powdered cleanser, chlorinated.

Garb: Street type clothes or uniforms.

#### Procedures:

1. Obtain necessary materials and equipment.
2. Remove trash, wash container with germicidal detergent.
3. Remove soiled linens and other laundry.
4. Wash beds, remove stains with cleanser.
5. Damp wipe mattress with germicidal detergent.
6. Damp wipe all furniture.
7. Wash window and blinds with all purpose cleaner.
8. Clean all closets, and storage rooms.
9. Vacuum screens, radiators and acoustical ceilings.
10. Wash all painted surfaces, ceilings, walls, doors and accompanying hardware.
11. Floors:
  - a. Sweep or dust mop.
  - b. If waxed, strip and rewax.
  - c. If terrazzo, scrub and damp mop with all purpose detergent.
12. Clean and store equipment.

## REFERENCES

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