



Policy Name ENVIRONMENTAL CLEANING: FREQUENCY AND STANDARDS AT THE SALVATION ARMY AGAPÉ HOSPICE		Policy Number: 1703
		Effective Date: April 2, 2008
Approved By: Management Committee	Drafted By: Director of Finance	Date Revised: December 19, 2012
Classification: Infection Prevention and Control		Page No: Page 1 of 6

POLICY

The Salvation Army Agapé Hospice will follow proper cleaning and disinfection of environmental surfaces. Soiled environmental surfaces and equipment can act as reservoirs for the growth of pathogenic organisms. Regular environmental cleaning and proper disinfection of equipment is a key factor in reducing nosocomial infections.

PROCEDURE

1. Cleaning of equipment (wheelchairs, Geri-chairs, walkers) will be done by Agapé Caregiving employee(s) or Maintenance employee(s) on an as needed basis (Policy #2405).
2. Cleaning of toys and the Children’s Play room will be done as set out in Appendix B.
3. After the death of each Resident a deep cleaning procedure will be followed as outlined in Appendix A.
4. Contracted Housekeeping employee(s) will complete logs kept by the contracted service provider. These logs can be reviewed by the Director of Finance as needed.

ATTACHMENTS:

Appendix A - The Salvation Army Agapé Hospice Cleaning Procedures

Appendix B - The Salvation Army Agapé Hospice Cleaning Protocol for Children’s Room

CROSS REFERENCE

[Policy 2405 - Medical Equipment Maintenance](#)

REFERENCE

Contract Service Provider - Cleaning Manual



Policy Name Environmental Cleaning: Frequency and Standards at Agapé Hospice	Policy Number: 1703
	Page No: Page 2 of 6

**APPENDIX A
THE SALVATION ARMY AGAPÉ HOSPICE
“CLEANING PROCEDURES”**

Put on personal protective equipment (ppe)

When cleaning an isolation room (a room with a glove and gown station outside the door) a gown must be worn

Washroom

Stock paper supply under sink

1. 2 toilet paper rolls;
2. 2 boxes of Kleenex;
3. 1 roll paper towel;
4. Garbage bags.

Mirror / Sink / Cabinet

1. Put on gloves
2. Spray mirror with glass cleaner (Oasis 259)
3. With a clean dry cloth or paper towel wipe mirror
4. Remove 1 cloth from disinfectant bucket wring liquid off the cloth so the cloth is wet but not dripping, wipe the soap dispenser, paper towel dispenser, cabinet, spot wipe the walls, light switch and door
5. Wipe the entire sink basin, if there is build-up use a small amount of Lemoneze (1tbsp)
6. Polish the chrome fixtures with Oasis 259 wipe with paper towel
7. Remove the waste, wipe both inside and outside of the waste container, reline the container
8. Place cloth in dirty laundry container

Toilet / Commode

1. Add a small amount (approx 1 tbsp.) of Lemoneze to the toilet brush, if the toilet has a buildup of scale use the Oasis 299 (heavy duty bathroom cleaner instead of Lemoneze)
2. Use the toilet brush to clean the inside of the bowl, starting at the lip and working your way to the bottom
3. Remove a cloth from disinfectant (Oasis 499) bucket, wipe handrails and toilet fixtures/ pipes



Policy Name

Environmental Cleaning: Frequency and Standards at Agapé Hospice

Policy Number:

1703

Page No:

Page 3 of 6

4. Using the same cloth wipe the toilet top of the seat, bowl, and lastly the inside of the seat to avoid cross contamination
5. Place cloth in dirty laundry container
6. Remove gloves
7. Wash/Microsan hands

Floor

After cleaning three rooms the mop head and cleaning solution must be changed. Additionally the mop head and cleaning solution must be changed after cleaning an isolation room.

1. Put on gloves
2. Place wet floor sign at doorway (to the side)
3. Dust mop floor, pick up any debris and dispose of in the waste container on the cart
4. Wet mop the floor
5. Remove wet floor sign once floor is dry
6. Remove gloves
7. Wash hands

General Room Cleaning

1. Put on gloves
2. Prior to cleaning room high dust all areas with damp cloth, ensure the Resident is not under the area that is being dusted
3. Remove garbage bag and place in garbage bag on the cart
4. Remove 1(one) cloth from the disinfectant bucket, wring liquid off the cloth so the cloth is damp, not dripping.
5. Wipe "high touch" areas (e.g. Light switches, window ledges, tv sets, radios, cupboards, telephones, bed side tables, call bells, door handles etc...)
6. Wipe all horizontal surfaces such as chairs, tops of bedside cabinets, lamps, coffee tables and various ledges, spot clean walls, and wipe garbage can inside and out
7. Spot clean all interior glass windows
8. Place cloth in the dirty laundry container
9. Replace garbage bag
10. Remove gloves
11. Wash/Microsan hands



Policy Name Environmental Cleaning: Frequency and Standards at Agapé Hospice	Policy Number: 1703
	Page No: Page 4 of 6

When Agapé Hospice is in an outbreak or pandemic situation, use Accel TB instead of Oasis 499 for all daily disinfection purposes.

Deep cleaning / Rainbow clean

In addition to the above cleaning procedures, you must use Accel TB to:

1. Wipe down all walls, doors, handles, cabinets inside and out, and all furniture (excluding the bed/mattress).
2. Detail sweeping and mopping of entire floor including moving furniture to get to the edges and corners of the room.
3. Dispose of toilet paper remaining on the roll, open tissue boxes, any lotions, urinals, k-basins and wash basins. Restock any disposed of supply.

Prior to cleaning an isolation room, maintenance must first be called to remove furniture.

Semi-annual Cleaning (done by Agapé Hospice Maintenance employees)

1. Removal and cleaning of vents
2. Window washing
3. Cleaning of window furnishings
4. Steam cleaning of upholstered furniture



Policy Name

Environmental Cleaning: Frequency and Standards at Agapé Hospice

Policy Number:

1703

Page No:

Page 5 of 6

APPENDIX B

CLEANING PROTOCOL FOR CHILDRENS PLAY ROOM

Families will be encouraged to bring their own play things from home as we have a limited supply of non-porous toys for use. We will not keep porous toys in the play room as we cannot insure the cleanliness of these items.

Families that utilize the children's play room are asked to tidy up after themselves this includes wiping down any items that were used by their child, putting away items that were used in the places that they were taken from, and not taking food or drink into the play room (the exception for food and drink are volunteer run programs that will clean up after themselves at the completion of the program)

CLEANING WIPES ARE AVAILABLE AT THE NURSES STATION FOR FAMILIES TO CLEAN UP AFTER THEIR CHILDREN.

CONTRACTED HOUSEKEEPING IS RESPONSIBLE FOR THE GENERAL CLEANING OF THE CHILDRENS PLAY ROOM (The Elephant Club Room) 3X/WEEK

GENERAL ROOM CLEANING

1. Put on gloves
2. Prior to cleaning room high dust all areas with damp cloth.
3. Remove garbage bag and place in garbage container on the cart
4. Remove 1 cloth from the disinfectant bucket, wring liquid off the cloth so the cloth is damp, not dripping.
5. Wipe "high touch" areas (e.g. Light switches, window ledges, TV sets, radios, cupboards, video cassettes, DVDs, door handles etc...)
6. Wipe all horizontal surfaces such as chairs, lamps, tables and various ledges, spot clean walls, and wipe garbage can inside and out.
7. Spot clean all interior glass windows
8. Place cloth in the dirty laundry container
9. Replace garbage bag
10. Remove gloves
11. Wash/Microsan hands

THE CLEANING/DISINFECTION OF TOYS AND CHILDREN'S ROOM IS THE RESPONSIBILITY OF THE CHILDREN'S PROGRAM COMMITTEE MEMBERS



Policy Name Environmental Cleaning: Frequency and Standards at Agapé Hospice	Policy Number: 1703
	Page No: Page 6 of 6

CHILDRENS CRAFT NIGHT

1. Any items that are brought into the children’s play room for craft night are to be cleaned with agape hospice approved cleaner and removed after the event is complete.

CLEANING THE ART CART

1. Wash hands and put on gloves
2. Remove all items from the cart discard any items from the cart that are on the thrown away list.
3. All items from the “washed and kept” section of the list must be wiped down with an agape hospice approved cleaner and left to air dry.
4. Remove all the drawers from the art cart
5. Transport the drawers to the kitchen
6. Remove gloves
7. Sanitize hands prior to entering kitchen
8. Run the drawers through the dishwasher (in the kitchen)
9. Wipe down the frame of the art cart with an agape hospice approved cleaner, air dry.
10. Wash hands
11. Once the drawers and frame are dry please reassemble the cart and place “cart clean” signage in the top drawer and place the cart in storage for the next use.

	To be washed and kept	To be thrown away
Art cart items	Art cart (1) Scissors (2) Pencil sharpener (1) Markers (5) Colored pencils (5) Room sign (1)	Crayons (1 package) Pen (1) Pencil (1) Glue stick (1) Scotch tape (1) Paper package : plain (5) colour (5) Activity sheets (5) Celebration book (1)