OSPITAL NG PARAÑAQUE		Document Code: OSPAR-ADM-PCO/WMO/HK-001 Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department PCO / WMO/ HOUSEKEEPING
Policy Title: POLICY ON BASIC TECHNIQUE ON CLEANING		Page No.1of 4
Prepared By:	Reviewed By:	Approved by:
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**OBJECTIVES:** This policy aims to ensure a clean, safe and sanitary environment

for patients and hospital personnel.

**COVERAGE:** PCO /WMO / Housekeeping

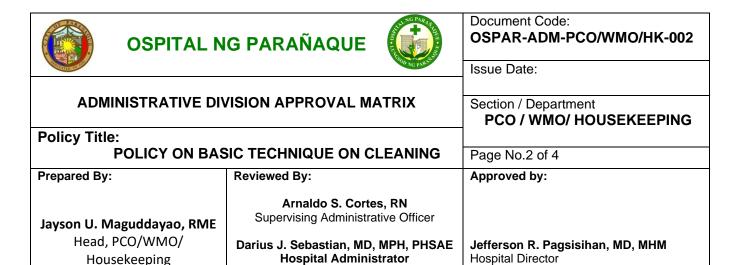
## **RESPONSIBILITIES OF HEAD**

i. It shall be the responsibility of the Head/Supervisor to monitor activities of the Housekeeping Staff.

- ii. It shall be the responsibility of the Head/Supervisor to inspect cleanliness and orderliness of all hospital areas to conform to the required standards.
- iii. It shall be the responsibility of the Head/Supervisor to prepare schedules, performance rates, and requests for supplies and to perform other related duties that may be assigned.

## **RESPONSIBILITIES OF STAFF**

- i. It shall be the responsibility of the staff to ensure the cleanliness of the areas of the hospital.
- **ii.** It shall be the responsibility of the housekeeping staff to collect wastes from different areas in the hospital.
- iii. It shall be the responsibility of the housekeeping staff to transport waste to the designated storage areas
- iv. It shall be the responsibility of the housekeeping staff to monitor the collection of waste of the LGU collector for general waste and IWMI for the infectious waste.
- v. It shall be the responsibility of the housekeeping staff in cleaning materials and equipment issued by the hospital.

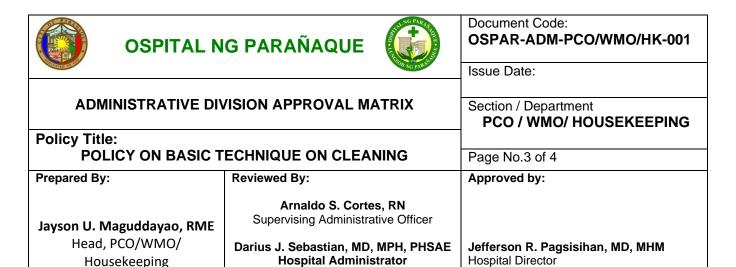


#### PROCEDURES:

- I. A three(3) shift schedule indicating area assignments shall be prepared by the Head of the Section
- II. Housekeeping performance shall be based on their monitoring sheet per shift, rated and signed by the area in charge.
- III. A regular general cleaning shall be scheduled by the Head of this Section to be coordinated with other areas concerned for probable closure or vacating the area if necessary.
- IV. Materials needed for the general cleaning shall be prepared prior to scheduled date. Likewise, this activity shall be coordinated with the Dietary Section for the meal provisions.
- V. Requisitions for supplies and materials are being done regularly by the Head of this Section following scheduled set by the Property and Supply.

# BASIC TECHNIQUE ON CLEANING

- Dusting is removing dirt from surfaces, equipment, furniture, ledges, and window sills through the use of a dry, damp or treated cloth. Low dusting for easily reached surfaces or objects. High dusting is done through a handled tool or ladder.
- 2. Mopping is wiping or rubbing a surface from dirt through the use of a wet mop with handle.
  - Damp mopping is applied in slightly soiled areas using a mop head.
  - Flood mopping is used where cleaning solution must penetrate deep into the floor and shall remain for a required period of time. Best for Emergency Room, Delivery Room and Operating Room.
  - Washing is simply mopping the floor with a wet cloth.
  - Wet mopping is applied to grossly soiled areas with a mop head partially wrung out after immersions in a cleaning solution.



- 3. Stripping is removing of wax or hard dirt from surfaces through the use of a stripper.
- 4. Sweeping is removing dirt form surfaces with a broom, brush, or vacuum cleaner. This is a preliminary step in housekeeping. Scrubbing is a form of sweeping where water and coarse brush is needed.

# **AREA CLEANING**

Three areas in the hospital requires regular cleaning. Wards, corridors and including offices. Other special areas shall comply with infection control requirements.

- 1. Ward, offices Cleaning and Sanitizing
- 2. High dust ceiling and walls of offices and wards including gadgets/facilities that may be attached on the surface. Start at the upper most left corner of the door, gradually working down in circular motion ending at the lowermost right corner.
- 3. Damp mop using the same direction.
- 4. Dust windows, window sills and jambs. Follow with damp mop.
- 5. High dust bathroom ceiling and walls as in 2. Scrub walls, sink, toilet bowl and floor in that order with cleaning solution. Let stand to dry.
- 6. Dust cabinets, tables and other office and ward fixtures. Wax and buff.
- 7. Empty waste baskets. Replace plastic bags following the rules on waste disposal (Color coded)
- 8. Sweep floor from the innermost going out. Strip and wet mop. Let stand to dry. Wax then buff.
- 9. Corridor and lobby cleaning and sanitizing
- 10. High dust ceilings and walls. Follow with damp cloth and let dry,
- 11. Dust windows
- 12. Dust and polish furniture and fixtures. Polish and shine.
- 13. Empty ash trays and trash cans, Wash if needed and let stand to dry.



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**Policy Title:** 

POLICY ON BASIC TECHNIQUE ON CLEANING

Page No.4 of 4

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- 14. Sweep floors. Strip then mop. Allow to dry. Wax and polish.
- 15. Compound cleaning.
- 16. High dust façade and outside wall in the same direction. Follow with damp mop.
- 17. Dust and scrub screens. Sweep and remove debris from gutters.

# **HEALTH CARE WASTE(HCW)**

All the solid and liquid waste generated as a result of diagnosis, treatment, immunization of human beings, research and production of biological among many others.

# **CATEGORIATION OF HCW**

- 1. **Hazardous Waste** waste that has substantial or potential threats to public health or the environment. Hazardous waste is a type of dangerous goods.
- 2. **Non-Hazardous Waste** is any waste that does not cause harm to people or the environment, and regulate for disposal of non- hazardous waste are less strict.

**MINIMUM PPE** for cleaner or sanitary workers and waste handlers for all tasks in the cleaning and disinfection process, including handing trash,

## Includes:

- ✓ Water proof aprons
- ✓ Durable rubber gloves
- ✓ Closed work shoes or rubber boots
- ✓ Medical mask or face mask

**Implementation Date:** Implemented since 1979

Schedule for Policy Review: Reviewed periodically as necessary

Last Reviewed: March 2011, August 2022