
 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: Jayson U. Maguddayao, RME Head, PCO/WMO/ Housekeeping	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

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.



 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-PCO/WMO/HK-002
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department PCO / WMO/ HOUSEKEEPING
Policy Title: POLICY ON BASIC TECHNIQUE ON CLEANING		Page No.2 of 4
Prepared By: Jayson U. Maguddayao, RME Head, PCO/WMO/ Housekeeping	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

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

1. 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.



 <div style="text-align: center;"> OSPITAL NG PARAÑAQUE  </div>		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.3 of 4
Prepared By: Jayson U. Maguddayao, RME Head, PCO/WMO/ Housekeeping	Reviewed By: <div style="text-align: center;"> Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator </div>	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

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.

 		Document Code: OSPAR-ADM-PCO/WMO/HK-001
OSPITAL NG PARAÑAQUE		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department PCO / WMO/ HOUSEKEEPING
Policy Title: POLICY ON BASIC TECHNIQUE ON CLEANING		Page No.4 of 4
Prepared By: Jayson U. Maguddayao, RME Head, PCO/WMO/ Housekeeping	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

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.

CATEGORISATION 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