

ADMIN-GENERAL SERVICES SECTION HOUSEKEEPING

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – HOUSEKEEPING SERVICES – 001	
Reviewed by:	Reviewed by:
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Date of Last Review: July 2018	

OBJECTIVES: This policy aims to ensure a clean, safe and sanitary environment for patients and hospital personnel.

COVERAGE: Housekeeping Staff

RESPONSIBILITIES:

- 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.

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.

Date of Implementation:

June 2004

Date of Review:

March 2011

July 2018

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.
3. Stripping is removing of wax or hard dirt from surfaces through the use of a stripper.
4. Sweeping is removing dirt from 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.
5. Waxing is the application of wax and polishing for protection and clean beautiful shine.

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.
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.
18. Weed plants of dirt and trash.
19. Sweep ground starting from building/structures going towards gate.
20. Hi jet drain and sewers.