Trainee Name: Timothy Fisher

MMC – Environmental Services Orientation Checklist http://mayoweb.mayo.edu/env-svc/	Orienteer: Initial when completed	Record date demonstrated and the first in and last name of the instructor / trainer.						
This section to be completed by Training and Development	Trainee Initial	Instructor / Trainer	Date					
Online Modules								
1. Mayo Clinic Online Orientation	1	Training Development Coordinator	12/16/2024					
2. HIPAA Video training and competency exam	TH	Training Development Coordinator	12/16/2024					
3. Integrity Video training and competency exam	A	Training Development Coordinator	12/16/2024					
Issued Safety Goggles	T	Training Development Coordinator	12/16/2024					
Department Policy and	General Informa	ntion						
1. Computer, Internet and Electronic Communication Use	A	Supervisor/Training and Development Coordinator	12/17/2024					
2. Corridor Storage Rules	77	Supervisor/Training and Development Coordinator	12/17/2024					
3. Mayo Dress & Decorum, Department Uniform Policy	A	Supervisor/Training and Development Coordinator	12/17/2024					
4. General Procedures and Expectations	T	Training Development Coordinator	12/17/2024					
5. Attendance Policy	A	Training Development Coordinator	12/17/2024					
6. Mutual Respect Policy	TH	Training Development Coordinator	12/17/2024					
7. Uniform	H	Training Development Coordinator	12/17/2024					
8. Quality Improvement Program	77	Training Development Coordinator	12/17/2024					
9. Chemical review and Safety Web –SDS look up	77	Training Development Coordinator	12/17/2024					
ERTKA/Emergency Preparedness:								
Chemical Hazard, Infection Control, Blood-borne Pathogens, Reporting Medical and Non-Medical Emergencies	TH	Training Development Coordinator	12/17/2024					
Competency exams (Infection Control, ERTKA, and Chemical)	TH	Training Development Coordinator	12/17/2024					
Back Care and Safety (video)	77	Training Development Coordinator	12/17/2024					

Date: 12/16/2024

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Wednesday New Employee Training Documentation

Exam Room & Rest Room Cleaning & Lobby/Desk/Work room

Employee Initial	<u>Assistant Initial</u>	
		Chemical /Cart/Slush Room Procedure
•		Proper Donning/Doffing gloves with Hand Hygiene
		AIDET
		High Dust
		Disinfect High Touch Surfaces (cłockwise or counter clockwise)
	washington to the state of the	Doffing Gloves, Hand Hygiene, and Stock Supplies
		Flat Mop Method (dust pan and broom) change as needed
		Restroom Procedure
		Disinfect high Touch Surfaces (clockwise or counter clockwise)
***************************************		Sinks
		Toilets & Urinals (clean last, use new microfiber cloth with each
		toilet and urinal)
		Mopping floor
		Doffing of gloves & Hand Hygiene
	A11-7	Stocking supplies & clean mirrors
		Desk Area: (disinfectant keyboards, mouse, and chair)
		Lobby Area: High Dust & Vacuuming
		Disinfect High Touch Surfaces: End tables, keyboards, mouse,
		Work/Class rooms/Conference room cleaning & vacuuming
Print Name & Date		
Employee:		Assistant Supervisor:DTC-Custodian

Thursday New Employee Training Documentation

	Safety-Fire/Tornado/LMS-Emergency Preparedness
Equipment: How to and	Care of equipment
	Versamatic Plus
	Walk behind Sweeper
	T3 Scrubber-Tennant
	Answer Machine
	B5 Burnisher-Tennant
	2250 Burnisher-Tennant
	Cleaning of Burnisher pads
<u>Print Name & Date</u>	
Employee:	
Assistant Supervisor:	DTC-Custodian

Environmental Services

	Environmental Services / ERTKA Review / /	
Sig	enature Date 12/17/2024	
Ple	ease circle the appropriate response (T for True or F for False) for each statement below	
1.	Employee Right to Know information tells you about the hazards of your T job.	7
2.	The hazards in your work are infectious agents (germs) and hazardous substances (chemicals).	F
3.	If you are assigned a job that is hazardous, and are not given any protective equipment (gloves, gown, etc.), you can refuse to do the job until protective equipment is provided.	F
<u>Ha</u>	zardous Substances (Cleaning Products)	_
4.	The cleaning (chemicals) products we use in our department do not need to be labeled.	F
5.	If you have a question regarding the safety of a product you are using. Tyou should ask the supervisor for more information.	
6.	The information sheets (safety data sheets) for the cleaning products are kept in the library.	F
7.	If you get chemicals on your skin, you do not need to wash them off unless they cause a burning feeling on the skin.	F
8.	Breathing in the vapors or mists of cleaning products (chemicals) can make you dizzy or give you a headache.	F
9.	Chemicals that you have on your hands can be accidentally transferred to T your mouth if you do not wash your hands before eating.	F
<u>Inf</u>	fectious Agents (Diseases / Germs)	
	Patients are put in isolation to prevent the spread of diseases.	F
12.	Airborne illnesses (like TB) require a special respirator to be worn which filters out the small infectious droplets.	F

13.	Contact transmitted illnesses like HIV or Hepatitis B are acquired from touching or being splashed with blood or body fluids (to skin, eyes, nose and mouth). A gown and gloves are used to prevent contacts.
14.	Blood and body fluids require cleanup with a disinfectant product that will T F kill bacteria or virus.
15.	Washing your hands has NO affect on preventing the spread of germs. T
16.	You only need to report exposures to germs if the exposure occurred in an T isolation room.
<u>En</u>	nergency Preparedness
17.	To report a Fire. Flood or Chemical Spill you should call 911.
18.	If one of my coworker's faints, has a heart attack, or other medical emergency T F I should call 911 to get emergency medical assistance.
19.	If a decision is made to evacuate the building I am in, I do not need to worry about the patients. I should just get myself out of the building.
20.	During a Tornado, patient's, visitors, and workers, all need to get into the central corridors away from windows and doors.

Environmental Services
Chemical Cleaning Products Review
Signature 1 Mords TSUES Date 12/17/2024
Please circle the appropriate answer for each statement below.
 When dispensing cleaning products through the 3M Twist n' Fill dispenser, water temperature should always be: a. As hot as possible b. Very warm
c. Cool 2. What is the dispensing method for MBS 42? a. spray or foam head b. flip top c. open bucket
3. What is the wet contact time for MBS 42? a. 5 minutes b. 7 minutes c. 3 minutes
 4. Bathroom mirrors and whiteboards are cleaned with: a. Glass cleaner #17 b. Bathroom Cleaner #44 (mild acid) c. MBS 42
 To remove soap scum and scale from bathroom surfaces including plastic, porcelain, ceramic, fiberglass, and fixtures use: a. Glass cleaner #17 b. Bathroom Cleaner #44 (mild acid) c. MBS 42
 6. In the health care setting what type of chemical actively kills germs? a. Cleaner b. Detergent c. Disinfectant



- 8. When you are finished dispensing products from the 3M Twist n' Fill dispenser always remember to:
 - a. Leave the chemical product for the next person
 - b.) Remove cartridge and return it to the shelf/ rack
 - c. Quickly return to work





- 9. What is the wet contact time for PDI Bleach wipes?
 - a. 10 minutes
 - b. I minute
 - c. 4 minutes
- 10. What should you do if the label on a chemical product is worn off?
 - a. Report it to your supervisor and get a new label
 - b. Hide it on your cart
 - c. Use it product really fast before Joint Commission catches you
- 11. On the 3M twist and fill station, should you press the banjo and flush the line with water after dispensing a cleaning chemical?



F

Environmental Services Disinfecting and Chemical Review-DTC

Sig	gnature Da	ate	
	ultiple Choice: ease circle the appropriate answer for each statement below.		
1.	When cleaning a room where do you park your cleaning cart and a. Outside the room your cleaning b. Next to the slush room c. None of the above	hamper?	
2.	What disinfectant is used to clean horizontal and vertical surface a. MBS 42 b. Multi surface cleaner c. Glass cleaner	s?	
3.	I should change the MBS 42 in the bucket a. Every break (twice a shift) b. As needed c. A and B		
	ue/ False: case circle the appropriate response (T for True or F for False) fo	r each statement be	low.
4.	When removing trash and red bag waste never push down on the of the container and carry the bags away from your body.	top T	F
5.	It is important that you develop a cleaning pattern, moving from to dirtiest, and from highest to lowest.	cleanest T	F
6.	High dusting includes the following items: lights, vents, clock. p curtain tracks, TV screen, etc.	ictures, T	F
7.	I should never let any microfiber cloth sit in the MBS 42 bucket.	T	F
8.	The toilet is the last item to be disinfected in the bathroom because it is the dirtiest.	se T	F
9.	I need to remove my gloves and wash my hands before restockin supplies.	g T	F



- 10. In the above label, the H next to the # 3 indicates that:
 - a. Product should be mixed with hot water
 - b. Product can be used in hospitals
 - c. Product is dispensed at a High Flow rate used for filling buckets
- 11. What is the wet contact time for MBS 42?
 - a. 5 minutes
 - b. 7 minutes
 - c. 4 minutes
- 12. When you are finished dispensing products from the 3M Twist n' Fill dispenser always remember to:
 - 13. Look both ways to see if anyone was watching
 - 14. Remove cartridge and return it to the shelf/ rack
 - 15. Quickly return to work
 - 13. Bathroom mirrors and whiteboards are cleaned with:
 - a. Glass cleaner #17
 - b. Bathroom Cleaner #44 (mild acid)
 - c. MBS 42
- 14. To remove soap seum and scale from bathroom surfaces including plastic, porcelain, ceramic, fiberglass, and fixtures use:
 - a. Class cleaner #17
 - b. Bathroom Cleaner #44 (mild acid)
 - c. MBS 42

Environmental Services Infection Prevention Review-DTC

Signature	Date		
Please circle the appropriate	response (T for True or F for False) for each state	ment bel	ow.
	ital-acquired infections afflict almost 2 million nately 100, 000 people annually.	Т	F
	staff should perform hand hygiene before putting oms to clean and disinfect.	Т	F
	staff should remove gloves prior to exiting a room e immediately after exiting a room that you	T	F
	staff should prepare EPA registered disinfecting s for the open bucket method.	Т	F
5. Microfiber cloth should N	NEVER be re-dipped in the open bucket method.	Т	F
	nmental Services staff change the disinfecting micr we appropriate wet contact time	ofiber cl	oth?
7. Hand washing is one of the others?a. Trueb. False	ne best ways to prevent the spread of infection to yo	ourself a	nd

Trainee Name: Darrius Louwell

MMC – Environmental Services Orientation Checklist http://mayoweb.mayo.edu/env-svc/	Orienteer: Initial when completed	Record date demonstrated and the first i and last name of the instructor / trainer.				
This section to be completed by Training and Development	Trainee Initial	Instructor / Trainer	Date			
Online Modules						
1. Mayo Clinic Online Orientation	DL	Training Development Coordinator	12/16/2024			
2. HIPAA Video training and competency exam	DL	Training Development Coordinator	12/16/2024			
3. Integrity Video training and competency exam	DL	Training Development Coordinator	12/16/2024			
Issued Safety Goggles	DL	Training Development Coordinator	12/16/2024			
Department Policy and	General Informa	ation				
1. Computer, Internet and Electronic Communication Use	DL	Supervisor/Training and Development Coordinator	12/17/2024			
2. Corridor Storage Rules	DL	Supervisor/Training and Development Coordinator	12/17/2024			
3. Mayo Dress & Decorum, Department Uniform Policy	DL	Supervisor/Training and Development Coordinator	12/17/2024			
4. General Procedures and Expectations	DL	Training Development Coordinator	12/17/2024			
5. Attendance Policy	DL	Training Development Coordinator	12/17/2024			
6. Mutual Respect Policy	DL	Training Development Coordinator	12/17/2024			
7. Uniform	DL	Training Development Coordinator	12/17/2024			
8. Quality Improvement Program	DL	Training Development Coordinator	12/17/2024			
9. Chemical review and Safety Web –SDS look up	DL	Training Development Coordinator	12/17/2024			
ERTKA/Emergency Preparedness: Chemical Hazard, Infection Control, Blood-borne Pathogens, Reporting Medical and Non-Medical Emergencies	DL	Training Development Coordinator	12/17/2024			
Competency exams (Infection Control, ERTKA, and Chemical)	DL	Training Development Coordinator	12/17/2024			
Back Care and Safety (video)	DL	Training Development Coordinator	12/17/2024			

Date: 12/16/2024

MCO – Environmental Services Orientation Checklist http://mayoweb.mayo.edu/env-svc/	Orienteer: Initial when completed	Record date demonstrated and initials of instructor/trainer.	
This section to be completed by Supervisors	Trainee Initial	Instructor / Trainer	Date
Department	al Policies		
1. Absentee Control Program/Attendance & Tardiness		Supervisor	
2. Alcohol, Drug and Chemical Abuse		Supervisor	H
3. Spills (BBF- Blood Body Fluids)		Day - Assistant	
Hand-Held Radio/Pagers	E W	Supervisor	
Performan	ce Factors		
1. In Area			
2. On Time			
3. Absence	and the second	the state of the s	The same of
4. Quality			
5. Productivity			
Procedure Review (Custod	ian/Janitor/Hous	enerson)	MINISTER STATE
1. Exam room procedure		Assistant Supervisor	
2. Restroom Procedure	THE ROLL VINE IN	Assistant Supervisor	the district
3. Isolation Discharge (SMC & RMC) Assistant Supervise			
4. Work Space/Offices		Assistant Supervisor	M. Olimbia
5. Lobby/Waiting Areas		Assistant Supervisor	
6. Waste/ Recycling/Hazardous Waste-Red bag		Assistant Supervisor	
7. Medication Storage	Andrew States	Assistant Supervisor	
Equipment Review (Custod	lian/Janitor/Hous		DESCRIPTION OF THE PERSON OF T
Carpet Extractor and Upholstery-Answer Machine	ilan/Jamtoi/110ds	Assistant Supervisor	EL CLAPS SO
2. Floor care-Burnisher/ Vacuum Cleaners/Sweeper		Assistant Supervisor	
3. Floor-scrubbers/ shampooer		Assistant Supervisor	
4. Cleaning and care of equipment		Assistant Supervisor	1911
Review of Web based a	annlications (Law	A STATE OF THE PARTY OF THE PAR	3555 SAN (1982)
Review site for revising personal data	prications (Law	Supervisor	
2. Review timecard on-line		Assistant Supervisor	
General In	formation		
1. Breaks/ lunch breaks/ locations		Assistant Supervisor	
2. Reporting on the job injuries		Assistant Supervisor	NUMBER !
3. Ambulatory & Daily & Discharge Cleaning (Video & High Touch Surfaces)		Assistant Supervisor	
4. ES web page policy/procedure for Exam room		Assistant Supervisor	Kamer
5. Holidays / PTO / UPTO/ on-line calendar		Supervisor	
6. Timekeeping device location and use		Assistant Supervisor	CUELLE
PAPR Training		Supervisor	
Respirator/TB program submit on-line		Supervisor	The same of

Supervisor

Training Development Coordinator

Date

12/17/24

Date

Wednesday New Employee Training Documentation

Exam Room & Rest Room Cleaning & Lobby/Desk/Work room

<u>Employee Initial</u>	<u>Assistant Initial</u>		
		Chemical /Cart/Slush Room Procedure	
		Proper Donning/Doffing gloves with Hand Hy	giene
		AIDET	
		High Dust	
		Disinfect High Touch Surfaces (clockwise or co	unter clockwise)
		Doffing Gloves, Hand Hygiene, and Stock Sup	plies
		Flat Mop Method (dust pan and broom) change	e as needed
		Restroom Procedure	
		Disinfect high Touch Surfaces (clockwise or co	ounter clockwise)
		Sinks	
		Toilets & Urinals (clean last, use new microfik	er cloth with each
		toilet and urinal)	
		Mopping floor	
		Doffing of gloves & Hand Hygiene	
		Stocking supplies & clean mirrors	
		Desk Area: (disinfectant keyboards, mouse, a	and chair)
		Lobby Area: High Dust & Vacuuming	
		Disinfect High Touch Surfaces: End tables, ke	yboards, mouse,
		Work/Class rooms/Conference room cleaning	g & vacuuming
Print Name & Date			
Employee:		Assistant Supervisor:	DTC-Custodian

Thursday New Employee Training Documentation

	Safety-Fire/Tornado/LMS-Emergency Preparedne	!SS
Equipment: How to a	nd Care of equipment	
	Versamatic Plus	
	Walk behind Sweeper	
	T3 Scrubber-Tennant	
	Answer Machine	
	B5 Burnisher-Tennant	
	2250 Burnisher-Tennant	
	Cleaning of Burnisher pads	
Print Name & Date		
Employee:		
Assistant Supervisor:	D	TC-Custodian

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Environmental Services Infection Prevention Review-DTC

Si	Signature Date		
Pl	ease circle the appropriate response (T for True or F for False) for each state	ement bel	OW.
1.	In the United States, hospital-acquired infections afflict almost 2 million patients and kill approximately 100, 000 people annually.	T	F
2.	Environmental Services staff should perform hand hygiene before putting on gloves and entering rooms to clean and disinfect.	T	F
3.	Environmental Services staff should remove gloves prior to exiting a room and perform hand hygiene immediately after exiting a room that you performed cleaning in.	Т	F
4.	Environmental Services staff should prepare EPA registered disinfecting solutions every few hours for the open bucket method.	Т	F
5.	Microfiber cloth should NEVER be re-dipped in the open bucket method.	T	F
6.	How often should Environmental Services staff change the disinfecting mic a. When unable to achieve appropriate wet contact time b. When visibly soiled c. Both a and b	rofiber cl	oth?
7,	Hand washing is one of the best ways to prevent the spread of infection to y others? a. True	ourself ar	ıd

b. False

Environmental Services Disinfecting and Chemical Review-DTC

Sig	Signature Date		
	ultiple Choice: ease circle the appropriate answer for each statement below.		
1.	When cleaning a room where do you park your cleaning cart and hamp a. Outside the room your cleaning b. Next to the slush room c. None of the above	er?	
2.	What disinfectant is used to clean horizontal and vertical surfaces? a. MBS 42 b. Multi surface cleaner c. Glass cleaner		
3.	I should change the MBS 42 in the bucket a. Every break (twice a shift) b. As needed c. A and B		
	ue/ False: ease circle the appropriate response (T for True or F for False) for each	'i statement b	elow.
4.	When removing trash and red bag waste never push down on the top of the container and carry the bags away from your body.	Т	F
5.	It is important that you develop a cleaning pattern, moving from clean to dirtiest, and from highest to lowest.	est T	F
6.	High dusting includes the following items: lights, vents, clock, picture curtain tracks, TV screen, etc.	s, T	F
7.	I should never let any microfiber cloth sit in the MBS 42 bucket.	T	F
8.	The toilet is the last item to be disinfected in the bathroom because it is the dirtiest.	Ţ	F
9.	I need to remove my gloves and wash my hands before restocking supplies.	T	F



- 10. In the above label, the H next to the # 3 indicates that:
 - a. Product should be mixed with hot water
 - b. Product can be used in hospitals
 - c. Product is dispensed at a High Flow rate used for filling buckets
- 11. What is the wet contact time for MBS 42?
 - a. 5 minutes
 - b. 7 minutes
 - c. 4 minutes
- 12. When you are finished dispensing products from the 3M Twist n' Fill dispenser always remember to:
 - 13. Look both ways to see if anyone was watching
 - 14. Remove cartridge and return it to the shelf/ rack
 - 15. Quickly return to work
- 13. Bathroom mirrors and whiteboards are cleaned with:
 - a. Glass cleaner #17
 - b. Bathroom Cleaner #44 (mild acid)
 - c. MBS 42
- 14. To remove soap scum and scale from bathroom surfaces including plastic, porcelain, ceramic, fiberglass, and fixtures use:
 - a. Class cleaner #17
 - b. Bathroom Cleaner #44 (mild acid)
 - c. MBS 42

Environmental Services ERTKA Review

Sig	enature Davouns &	Date 12-	17-24	
Ple	ease circle the appropriate response (T for True or F for False,) for each sto	itement be	low.
1.	Employee Right to Know information tells you about the haza job.	rds of your	T	F
2.	The hazards in your work are infectious agents (germs) and has substances (chemicals).	azardous	$\widehat{\mathbf{T}}$	F
3.	If you are assigned a job that is hazardous, and are not given a protective equipment (gloves, gown, etc.), you can refuse to duntil protective equipment is provided.	-	T	F
Ha	zardous Substances (Cleaning Products)			_
4.	The cleaning (chemicals) products we use in our department of to be labeled.	do not need	T	F
5.	If you have a question regarding the safety of a product you a you should ask the supervisor for more information.	re using,	T	F
6.	The information sheets (safety data sheets) for the cleaning pukept in the library.	roducts are	T	(E)
7.	If you get chemicals on your skin, you do not need to wash th unless they cause a burning feeling on the skin.	em off	T	F
8.	Breathing in the vapors or mists of cleaning products (chemic make you dizzy or give you a headache.	als) can	T	F
9.	Chemicals that you have on your hands can be accidentally tr your mouth if you do not wash your hands before eating.	ansferred to	T	F
Inf	fectious Agents (Diseases / Germs)		\sim	
11.	Patients are put in isolation to prevent the spread of diseases.		(T)	F
12.	Airborne illnesses (like TB) require a special respirator to be filters out the small infectious droplets.	worn which	(T)	F

13.	Contact transmitted illnesses like HIV or Hepatitis B are acquired from touching or being splashed with blood or body fluids (to skin, eyes, nose and mouth). A gown and gloves are used to prevent contacts.	T	F
14.	Blood and body fluids require cleanup with a disinfectant product that will kill bacteria or virus.	T	F
15.	Washing your hands has NO affect on preventing the spread of germs.	T	F
16.	You only need to report exposures to germs if the exposure occurred in an isolation room.	T	F
Em	nergency Preparedness		
17.	To report a Fire, Flood or Chemical Spill you should call 911.	T	F
18.	If one of my coworker's faints, has a heart attack, or other medical emergency I should call 911 to get emergency medical assistance.	T	F
	If a decision is made to evacuate the building I am in, I do not need to worry about the patients. I should just get myself out of the building.	()	F
	During a Tornado, patient's, visitors, and workers, all need to get into the central corridors away from windows and doors.	T	F

Environmental Services Chemical Cleaning Products Review

Signature Davius	1	Date	12-17-20	-
0.2			10 11	

Please circle the appropriate answer for each statement below.

- 1. When dispensing cleaning products through the 3M Twist n' Fill dispenser, water temperature should always be:
 - a. As hot as possible
 - b. Very warm
 - (c.) Cool
- 2. What is the dispensing method for MBS 42?
 - a. spray or foam head
 - flip top
 - copen bucket
- 3. What is the wet contact time for MBS 42?
 - (a) 5 minutes
 - b. 7 minutes
 - c. 3 minutes
- 4. Bathroom mirrors and whiteboards are cleaned with:
 - (a.) Glass cleaner #17
 - b. Bathroom Cleaner #44 (mild acid)
 - c. MBS 42
- 5. To remove soap scum and scale from bathroom surfaces including plastic, porcelain, ceramic, fiberglass, and fixtures use:
 - a. Glass cleaner #17
 - (b) Bathroom Cleaner #44 (mild acid)
 - c. MBS 42
- 6. In the health care setting what type of chemical actively kills germs?
 - a. Cleaner
 - b. Detergent
 - © Disinfectant

- It is ok to mix chemicals.
- When you are finished dispensing products from the 3M Twist n' Fill dispenser always remember to:
 - a. Leave the chemical product for the next person
 - (b) Remove cartridge and return it to the shelf/ rack
 - c. Quickly return to work





- What is the wet contact time for PDI Bleach wipes?
 - a. 10 minutes
 - b. 1 minute
 - ₹. 4 minutes
- 10. What should you do if the label on a chemical product is worn off?
 - (a.) Report it to your supervisor and get a new label
 - b. Hide it on your cart
 - c. Use it product really fast before Joint Commission catches you
- On the 3M twist and fill station, should you press the banjo and flush the line with water after dispensing a cleaning chemical?



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