

# Checklist for Daily Occupied Room Cleaning for Non-Cleaning Staff

Standard Met? (Yes or No)	Minimum Standard
	1. Perform Hand Hygiene: <ul style="list-style-type: none"> <li>▶ GEL IN/ GEL OUT!</li> <li>▶ Perform hand hygiene between all dirty-to-clean tasks</li> </ul>
	2. Explain to patient that you will be cleaning their room (AIDET): <ul style="list-style-type: none"> <li>▶ Acknowledge the patient</li> <li>▶ Introduce yourself</li> <li>▶ Duration-share how long you expect to be in the room</li> <li>▶ Explain what you are planning to do to clean the room and answer any questions</li> <li>▶ Thank the patient and/or family</li> </ul>
	3. Adhere to Standard Precautions throughout process and wear PPE as appropriate for COVID and per the disinfectant IFUs.
	4. Remove trash/linen/biohazard: <ul style="list-style-type: none"> <li>▶ Make sure to place waste in the appropriate labeled container</li> <li>▶ Replace sharps container at or near fill line</li> <li>▶ Wipe surfaces of waste and linen containers with hospital-approved disinfectant, allow to dry</li> </ul>
	5. Identify if room requires high surface dusting, if so, contact EVS.
	6. Spot-clean walls with hospital-approved disinfectant as needed.
	7. Frequently-Touched Surfaces: Disinfect with hospital-approved disinfectant (see pictures on reverse side). Cleaning path is clockwise or counterclockwise, high-to-low, and clean-to-dirty (e.g., clean bathroom last). If isolation cart present, clean and disinfect top, sides, and drawer handles, daily.
	8. Restroom (cleaned last) <ul style="list-style-type: none"> <li>▶ Bring supplies in the caddy</li> <li>▶ Make sure to only use toilet mop inside toilet, not on the seat</li> <li>▶ Clean/disinfect surfaces from top to bottom: sink, storage cubby, grab bars, pull cord, shower, and lastly the toilet and toilet handle</li> <li>▶ Remove gloves and perform hand hygiene</li> <li>▶ Restock all supplies (coordinate with EVS as needed)</li> <li>▶ Remove gloves and perform hand hygiene</li> </ul>
	9. Replace all trash/waste liners and replenish supplies, including hand sanitizer, or coordinate with EVS to do so.
	10. Identify if floor needs cleaning, if so, contact EVS.
	11. Ask patient if there is anything else that you can do for them and let patient know you have completed the cleaning.
	12. Remove gloves (and other PPE) and perform hand hygiene.

## Spray Best Practices



- ▶ Spray disinfectant directly onto the surface. Do not pour into a bucket and apply with cloth or wipes.



- ▶ Apply enough disinfectant to ensure the surface stays wet for the contact time.



- ▶ Once the contact time has elapsed, wipe the surface with a clean cloth or wipe.



- ▶ Refill the spray bottle with disinfectant from a refill bottle.

## Best Practices for Cleaning

- ▶ Clean methodically and consistently, either clockwise or counterclockwise around the room
- ▶ Clean high to low
- ▶ Progress clean to dirty
- ▶ Clean all high-touch points (see pictures below)
- ▶ Adhere to disinfectant instructions for IFUs including contact time
- ▶ Use spray best practices

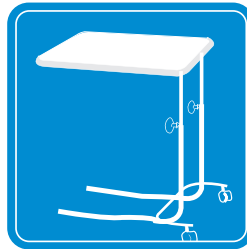
### High-Touch Surfaces



Door knobs/levers



Light switches



Bedside tray tables



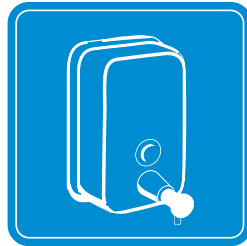
Bed rails



Telephone/TV remote



Call systems



Soap dispensers



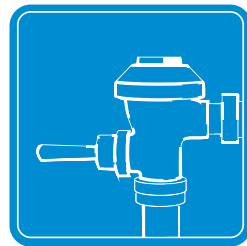
Sink top & handles



Shower faucets



Pull cords



Flush handles



Toilet seats



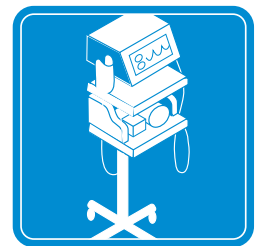
Toilet hand rails



Visitor chair

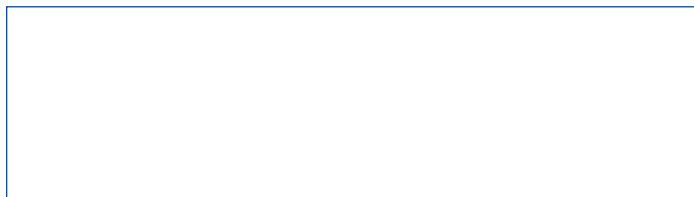


Computer on wheels\*



Medical Equipment  
(high-touch areas)\*

\*For Electronics always refer to manufacturers guide for cleaning instructions



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