



# Environmental Cleaning Procedure

Procedure Number

CHC-IC-0010

Version Nos:

6

## 1. Purpose

This Procedure outlines the process for cleaning of West Coast District Health Board (WCDHB) facilities.

## 2. Application

This Procedure is to be followed by all clinical staff throughout West Coast District Health Board (WCDHB).

## 3. Definitions

There are no definitions associated with this Procedure:

## 4. Responsibilities

For the purposes of this Procedure:

**Clinical Nurse Specialist - Infection Control** is required to:

- oversee all aspects of this Procedure
- monitor the performance of WCDHB staff members in relation to this Procedure;

**Staff Members** are required to:

- ensure they abide by the requirements of this Procedure;
- abide by all WCDHB Infection Control Policy and Procedures;
- abide by all WCDHB Health and Safety Policy and Procedure.

## 5. Resources Required

This Procedure requires:

- i) Ward/Department/Unit Cleaning Schedule

## 6. Process

- 1.00 Environmental cleaning is an integral part of Infection Control, as it is a measure of ensuring that the atmospheric micro organisms deposited in dust are kept to a minimum, thus reducing the potential of transmission of Nosocomial Infections from the environment.
- 1.01 A detailed regular contracted cleaning programme is outlined for all areas, and the type and amount of contracted cleaning for that area is dependent on the areas function. There is however extra cleaning required that is not outlined in the contract as these areas are more specialised and are seen to be a nursing / caregiver responsibility, e.g. treatment rooms, medication areas, pumps and specialised equipment.
- 1.02 A daily, weekly, monthly, and annual cleaning schedule is to be developed and documented for each Ward/Department/Unit that takes into account the contractual agreements of cleaning contractors in the Ward/Department/Unit. The relevant Ward/Department/Unit Manager is responsible for overseeing the cleaning schedule.
- 1.03 All patient care areas are to be cleaned between use, i.e. showers, bathes, commodes and toilet/shower chairs.



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- 1.04 Open shelves containing sterile supplies are to be cleaned weekly and expiry dates of stock checked, with a rotation of stock to reduce wastage
- 1.05 Shelves for non-sterile items are to be cleaned monthly.
- 1.06 Store and equipment rooms are to be cleaned on a monthly basis. All equipment is to be wiped over after use, when soiled and before storage
- 1.07 Drug trolley and medicine preparation areas are to be cleaned daily and as necessary.
- 1.08 Cupboards containing sterile supplies that can be closed are to be cleaned on a monthly basis.
- 1.09 Disinfectants are not required for routine environmental cleaning unless the area has been contaminated by blood and /or body fluids.

### 7. Precautions and Considerations

- ➔ A daily, weekly, monthly, and annual cleaning schedule is to be developed and documented for each Ward/Department/Unit
- ➔ All patient care areas are to be cleaned between use, i.e. showers, bathes, commodes and toilet/shower chairs.
- ➔ Disinfectants are not required for routine environmental cleaning unless the area has been contaminated by blood and or body fluids.

### 8. References

New Zealand Standard – Infection Control (NZS 8142:2008)

Australian/ New Zealand Standard – AS/NZS 4187:2003

### 9. Related Documents

WCDHB Health and Safety Procedure Manual

WCDHB Infection Control Procedure Manual

**10. Guidelines****ROUTINE CLEANING GUIDELINES**

<b>Action Number</b>	<b>Item</b>	<b>Action Number</b>	<b>Cleaning Procedure</b>
1	<ul style="list-style-type: none"><li>- Bed frames and lockers.</li><li>- Ceilings.</li><li>- Dressing trolleys.</li><li>- Ear phones.</li><li>- Flower vases.</li><li>- Furniture.</li><li>- Infusion pumps, infusers.</li><li>- IV poles.</li><li>- Mattress and pillow plastic covers.</li><li>- Rooms post discharge.</li><li>- Scrubbing brushes.</li><li>- Stethoscopes.</li><li>- Sphygmomanometers.</li><li>- Telephone earpiece.</li><li>- Medicine measurers.</li></ul>	1	<ul style="list-style-type: none"><li>- Clean with detergent and water. Dry and store as appropriate.</li></ul>
2	<ul style="list-style-type: none"><li>- Dressing trolleys.</li></ul>	2	<ul style="list-style-type: none"><li>- Clean with detergent and water if contaminated with Blood &amp; Body Fluids Dry. Wipe over with Alcohol Wipes</li></ul>
3	<ul style="list-style-type: none"><li>- Basins, sinks and buckets.</li><li>- Showers and baths.</li><li>- Sluice and toilet bowls.</li><li>- Commodes.</li><li>- Taxis.</li></ul>	3	<ul style="list-style-type: none"><li>- Nursing staff need to clean shower or bath after patient use. (Ajax or Precept)</li><li>- Staff are to clean after patient use</li><li>- ( Ajax or Precept)</li></ul>
5	<ul style="list-style-type: none"><li>- Laryngeal masks</li><li>- Laryngoscope blades.</li></ul>	6	<ul style="list-style-type: none"><li>- Send to CSSD for sterilising.</li></ul>
6	<ul style="list-style-type: none"><li>- Incubators.</li></ul>	7	<ul style="list-style-type: none"><li>- Daily wipe with detergent and water, dry, dismantle weekly and clean well, dry.</li></ul>
8	<ul style="list-style-type: none"><li>- Bed pans and urinals.</li><li>- Measuring jugs (slice).</li><li>- Buckets and wash bowls.</li></ul>	8	<ul style="list-style-type: none"><li>- Rinse, sanitise, store dry.</li><li>- Rinse, sanitize, store dry.</li><li>- Clean with hypochlorite crème daily.</li></ul>
9	<ul style="list-style-type: none"><li>- Brushes and containers (sluice).</li></ul>	9	<ul style="list-style-type: none"><li>- Rinse, sanitise and store dry between uses.</li></ul>



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10	- Mop heads.	10	- Change daily, ISS organizes laundering. - Fibreclean system at Grey Base
11	- Disposable suction receptacles. - Sputum containers (used).	11	- Place in double yellow bags for incineration. Ensure tops of suction are well sealed.
12	- General instruments.	12	- Send to CSSD for sterilising.
13	- Instruments.	13	- Send to CSSD for sterilising.
14	- Humidifier units.	14	- Refer to manufacturers instructions for cleaning - If stipulated as single use then not for cleaning or sterilization
15	- Thermometers - Bottles and teats, expressing equipment.	15	- Disposable/ sleeves, wipe unit between patient use - Bottles washed in hot soapy water, rinsed and soaked in Milton until required.
16	- Crockery and cutlery	16	- Return to kitchen for dishwashing or wash in hot soapy water, dried and stored.
17	- Toilet brushes.	17	- Rinse with flushing water, shake into bowl and store dry. - Sanitise once a week -
18	- Blood and body fluid spills.	18	- As per blood and body fluid spill protocol.
19	- Buckets and basins. - Curtains. - Isolation rooms and walls. - Mop heads. - Toilet seats (maternity).	19	- As per isolation cleaning protocols.
20	- Toys.	20	- Discard if grossly contaminated. - Launder or wipe with Precept and dry.



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- 21 - Ambubags and masks. 21 - Send to CSSD for sterilisation.  
- Auroscope ear and headpieces.  
- Bottles and teats.  
- Breast pump equipment.
- 22 - Respirator tubing etc. 22 - Send to CSSD for sterilising.

<b>Revision History</b>	<b>Version:</b>	6
	<b>Developed By:</b>	Infection Control
	<b>Authorized By:</b>	Infection Control Committee
	<b>Date Authorised:</b>	March 2004
	<b>Date Last Reviewed:</b>	May 2011
	<b>Date Of Next Review:</b>	May 2013