

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	1001
		<b>Original Date</b>	10/11/1995
	<b>Department: Housekeeping</b>	<b>Revised Date</b>	01/10/2013
	<b>Sanitation</b>		

**POLICY:**

The facility will be maintained in compliance with Sanitation, Health, Environmental Safety, State and/or local codes.

**PROCEDURE:**

1. Maintenance cleaning will be performed in accordance with Housekeeping approved methods.
2. All staff are responsible for cleaning as follows:
  - A. ***Blood and Body Fluid Accidents:***  
Blood and body fluids are cleaned from floors, furniture, fixtures, vehicles, etc. by any staff member that is present when the accident occurs.
  - B. ***Other liquid spills, paper, cigarette butts, tobacco wads, spit, food and other miscellaneous garbage on floors, furniture, fixtures, or in vehicles:***  
The initial spill is cleaned from floors, furniture, fixtures, or from vehicles by any staff member.
3. Procedure to clean up:
  - A. Blood and body fluids shall be cleaned with chemical germicides that are approved for use as hospital disinfectants and are tuberculocidal when used at recommended dilutions. Blood spills require particular attention and shall be cleaned immediately using 5.25% Sodium Hypochlorite (bleach) mixed 1:10 parts water or a 1-step germicidal disinfectant, virucide fungicide.
  - B. Clean initial spills from floors, furniture, fixtures, or vehicles and dispose of them, by the use of rags, paper towels or specially marked mops and mop buckets designated for this purpose. Mops are to be rinsed and rung out after use and the water disposed of for sanitation purposes.

- C. After the initial spill has been cleaned and disposed of, if the floor, the piece of furniture, or fixture needs to be mopped and disinfected, or washed and disinfected, verbally ask the Housekeeping assigned to the area to do this and show them the area or item that needs to be cleaned.
  - D. Housekeeping staff may be involved at any time if they are readily available and in the immediate area.
4. The following areas are cleaned by Housekeeping or Nursing staff:
- A. **Resident Rooms**
    - 1. The following items and areas are cleaned by nursing personnel: chairs, all wall hung items such as nick-knack shelves, pictures, clocks, etc., interior of medicine cabinets and clothes closets, dressers inside and outside, and beds to include frames, mattress, head and foot boards.
    - 2. Housekeeping will clean closet and room floors, walls, windows and regularly change window and privacy curtains with clean curtains.
  - B. **Bathing and Shower Rooms**
    - 1. Century tubs and bath supply cabinets are cleaned by nursing personnel.
    - 2. Shower stalls and mats, bath tubs, floors, walls, toilets and sinks are cleaned by housekeeping personnel.
  - C. **Resident Lounges and Multi-Purpose Room**
    - 1. All furniture is cleaned by housekeeping personnel.