

Original Date: October 25, 2013	Date Revised: : October 25, 2013
Janitorial Space Types: 1.0 Clinical/ Medical Rooms Addendum	
Line of Business – 1.0 Operations and Maintenance (O&M)	
Service Category – 1.2 Janitorial Addendum	
<i>Purpose: To provide an environment that is clean to a level that is appropriate for the nature of the program delivery within the facility and that meets the service levels identified by SSBC</i>	

1. Clinical / Medical Rooms:		
	SCHEDULED DAILY CLEANING PROCEDURES	Level of service to be anticipated directly following a scheduled clean.
1.1	Empty, clean all floor waste receptacles and containers.	Waste receptacle emptied, wiped clean and lined with a plastic liner.
1.2	Empty soiled linen hampers, deposited to designated area and reline hamper.	Soiled linen from hamper is collected, deposited to designated pickup point and hamper is relined
1.3	Remove and replace all filled Sharp containers	Filled sharp containers are removed to biohazardous waste and sharp container is replaced
1.4	Clean Procedure rooms thoroughly	Examination tables stripped, cleaned and remade with all exterior table cupboards and drawers wiped down Wall mount equipment, BP, Ophthalmoscope units, lamps damp wiped Dirty instrument trays transferred to soiled utility room Sinks, basins and all hardware, washed and disinfected Paper towel dispenser ,clean and filled Baseboard damp wiped , no stain or solid build up Portable equipment cleaned Mirrors cleaned
1.5	Clean children’s play area and toys	Toys, children’s small table and chairs and play areas, damp wiped with disinfectant cleaning product
1.6	Clean all furnishings and fittings.	All furniture, including desk and chair, wiped with germicidal wipes.
1.7	Clean all horizontal ledges below two meters.	Low level ledges, horizontal surfaces, telephones, furniture, wall fixtures and counters are damp dusted.
1.8	Clean all hard surface flooring.	All floors are clean and free from debris, surface stains, mop or detergent streaks
1.9	Vacuum carpeted areas, including stairs and mats; moving all light furniture other than desks, screens, cabinets, etc. Dust/Damp mop clean “T” mats, etc.	Carpets are free of dust and debris. No debris or other soil matter was left in corners or around the edges of the carpet. Floor mats, vacuumed, both sides and washed
1.10	Spot clean walls, doors, woodwork, glass partitions	All walls and doors and interior windows are spot cleaned/ washed

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1.11	Clean metal and metal painted surfaces, including door knobs, push bars, kick plates, door grilles, vents, handrails, switch plates, railings, doors.	All metal doorframes and kick-plates, cleaned, polished and handles cleaned with germicidal cleaner
1.12	Replace flickering or burnt out lights/tubes and dust light lenses, including ceiling areas, air and wall vents.	Lights or tubes are uniform and in working order. Any tubes connected to this ballast are to be replaced with exactly the same type as removed. The light lenses are free of debris, bugs/insects, etc..
WEEKLY SCHEDULED CLEANING PROCEDURES		
1.13	Clean all Soiled Utility and Soiled linen rooms with appropriate tools and solution.	Soiled Utility and Soiled linen room areas, walls and ceilings washed with appropriate tools and solution
1.14	Vacuum all upholstered surfaces	All upholstered surfaces vacuumed, free of dust and debris
PERIODIC and ANNUAL CLEANING		
1.15	Dust and wash walls and ceilings, including doors, trim, moldings, ledges, radiators, and grilles	Walls and ceilings are free of dust, smudges, streaks, etc. including all corners and crevices
1.16	Refinish all hard floor surfaces	Floors present an overall appearance of cleanliness, while walls, baseboards and other adjacent surfaces are free of solution splashing and scars from equipment.
1.17	Clean all carpet and matting professionally	Carpets are dry, and present an even, clean appearance, free of soil, spots, stains, grit and dust.
1.18	Clean vertical surfaces and high cleaning.	All surfaces are free of debris, dust, finger marks, streaks and spots, presenting an overall clean appearance.
1.19	Clean furniture showcases, file cabinets, dividers, drapes, blinds and surrounding casings.	All surfaces are clean and free of finger marks, smudges, stains, streaks, etc. and present a uniform sheen.
1.20	Wash all exterior windows including frames, sashes, sills and moldings.	All exterior glass, casings and frames are clean and free of finger marks, streaks, smudges, tape, paint, etc.
1.21	Empty and Clean all Examination table cupboards, drawers and interior shelves	All examination table cupboards, drawers and interior shelves are clean and free of marks, streaks, smudges, tape and present an overall clean appearance.