

# EXAM ROOM CLEANING CHECKLIST: TERMINAL CLEAN

NAME: \_\_\_\_\_

ROOM: \_\_\_\_\_

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

## PREPARATION AND SETUP

- Prepare equipment and load cleaning cart with the items listed below needed for the task
  - Clorox Germicidal Wipes with Bleach
  - Kaibosh Hospital Disinfectant (2oz per gallon of water)
  - Disposable microfiber cloths
  - Disposable microfiber mop
  - Disposable microfiber duster sleeve
  - Disposable microfiber dust mop
  - Extension pole
  - Gloves
  - Anti-microbial soap
  - Hand sanitizer
  - HEPA Vacuum
  
- Put on the appropriate attire and Personal Protective Equipment (PPE)
  - Eye protection (safety glasses, goggles, or face shield)
  - Disposable gloves
  - Disposable Gown, liquid-splash protective suit, or disposable suit
  - N95 Respirator

## BASIC PROCEDURES

- Perform hand hygiene and don gloves before entering the room, pulling gown cuffs into gloves to limit exposure
- Leave cleaning cart in the hall and set up Restricted Access Sign

## CROSS CONTAMINATION PREVENTATIVE MEASURES

- Clean mop heads and cleaning cloths are used when cleaning each space to prevent cross contamination.
- Mop water & mop heads are changed after leaving every space.
- Used mop heads and rags are placed in a containment bag and submitted to laundry service for deep cleaning and drying at the end of the shift.
- Soiled Gloves removed; Hands sanitized/ Washed. Eye protection cleaned and sanitized, and face mask assessed for safe functionality.

## EXAM ROOM CLEANING PROCEDURES

- Survey the room, straighten furnishings, and pick up loose debris
  - Tissue boxes
  - Disposable cups
  - Any objects on the floor
  
- Empty and line wastecontainers
  - Handle bag from top
  - Clean waste basket
  
- Perform high dusting with Microfiber Flexible Dusting Wand
  - Vents (supply & return)
  - Light fixtures
  - Sprinkler heads
  - High ledges

Always use the cleaning chemicals and procedures specified by your supervisor.

# EXAM ROOM CLEANING CHECKLIST: TERMINAL CLEAN

- Perform terminal cleaning on all vertical surfaces, walls, wall mounted objects
  - Use extension pole and flat surface mop to clean/disinfect walls (where ceiling and wall meet to floor and wall meet.
  - Baseboards
  - Light switches
  - Thermostat
  - Blinds
  - Door/door frames/handles
  - Vital machines
  - Computers/mice/keyboards
  - Dispensers
  - Glove rack
  
- Perform terminal cleaning on all horizontal surfaces
  - Exam bed/draws/base
  - Cabinet and handles
  - Countertops
  - Hard surfaces
  - Windows
  - Ledges
  - Thermostats
  - Blinds
  - Wipe down chairs (Non- Porous)
  - Vacuum Spray with EPA approved disinfectant (Porous)

- Perform disinfecting procedure
  - Allow disinfectant to dwell, according to manufactures' instructions
  - complete the disinfecting process on all surfaces cleaned, spraying, and wiping down all areas with disinfectant spray cleaner.

## FLOOR CLEANING AND DISINFECTION

- Put safety signs out indicating floor hazard
- Dust mop floor, beginning in the far corner of the room away from exit.
- Damp mop floor
- Dispose of used cloths and mops in facility-approved container

**Remove Personal Protective Equipment (PPE), according to facility policies**

## FINAL INSPECTION

- Inspect room and complete quality checklist
  - Remove PPE before leaving the room
  - Perform hand hygiene and put on new gloves
  - Clean all tools and equipment and return to cart
  - Remove gloves and perform hand hygiene

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Always use the cleaning chemicals and procedures specified by your supervisor.