

# MEETING ROOM CLEANING CHECKLIST: TERMINAL CLEANING

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

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

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

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

## PREPARATION AND SETUP

- Prepare equipment and load cleaning cart with items 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
  
- Put on the appropriate attire and Personal Protective Equipment (PPE)
  - Eye protection Facility approved goggles
  - Disposable gloves
  - Isolation gown
  - N95 mask
  - N95 Respirator

## BASIC PROCEDURES

- Perform hand hygiene and don gloves before entering the room
- Leave cleaning cart in the hall and set up Safety 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.

## MEETING ROOM CLEANING PROCEDURES

- Survey the room, choose direction to clean (clockwise, counterclockwise) 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 can
- Perform high dusting with Microfiber Flexible Dusting Wand
  - Vents (supply & return)
  - Light fixtures
  - Sprinkler heads

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

# MEETING ROOM CLEANING CHECKLIST: TERMINAL CLEANING

- 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 frames
  
- Perform terminal cleaning on all horizontal surfaces
  - Wipe all surfaces of the conference table, including tabletop, bottom of tables, legs, and base
  - Wipe down chairs (Non- Porous)
  - Vacuum. Spray with EPA approved disinfectant (Porous)
  - Clean and disinfect horizontal surfaces, counter tops, TV stand, cabinets
  - Clean and disinfect high touch surfaces, doors and handles light switches, thermostats, etc
  - Damp wipe electronics, phones, TVs, monitors, keyboards, and mice (wipe should be squeezed before wiping electronics)

- 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.
- Vacuum carpet
- Steam clean carpet
- 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.