LAUNDRY ROOM CLEANING CHECKLIST: ROUTINE CLEANING

NAM	E:			
ROO	M:			
ΓΙΜΙ	E:			
DAT	E:			
	PREPARATION AND SETUP	CROSS CONTAMINATION PREVENTATIVE MEASURES	LA	AUNDERY ROOM CLEANING
	Prepare equipment and load Cleaning Cart with everything needed for the task > EPA approved cleaner/detergent > EPA approved disinfectant > Disposable microfiber cloths > Disposable microfiber mop > Disposable microfiber duster > Disposable microfiber duster > Disposable microfiber dust mop > Extension pole > Gloves > Anti-microbial soap > Hand sanitizer	New mop heads are also used when mopping common spaces to prevent cross contamination.		PROCEDURES Survey space, choose direction to clean (clockwise,
		Mop water & mop heads are changed after leaving every space.	counterclockwise) straighten furnishings and pick up loose	counterclockwise) straighten urnishings and pick up loose
		Used mop heads and rags are placed in a "dirty laundry" bag and submitted to laundry service for deep cleaning and drying at the end		debris > Lint/dust bunnies > Any objects on the floor Empty and line waste containers > Handle bag from top > Clean waste basket
		of the shift.		
		Soiled Gloves removed and placed in trash		
	Put on the appropriate attire and Personal Protective Equipment (PPE) > Eye protection Facility approved goggles > Disposable gloves	Hands cleaned with soap and water or hand sanitizer.		Perform high dusting with Microfiber Flexible Dusting Wand > Vents (supply & return) > Light fixtures > Sprinkler heads > High ledges
		Eye protection cleaned and sanitized	> ' > I	
		Face mask assessed for safe functionality		
	BASIC PROCEDURES			
	Perform hand hygiene and put on			
	gloves before entering the room Leave cleaning cart in the hall and set up Safety Sign			

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□ Perform general cleaning on all high-touched surfaces,	 □ 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. 	 ☐ 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 	
☐ Clean and disinfect inside washing and drying machine drums	FLOOR CLEANING AND		
☐ Clean and Vacuum lint collecting compartment and screen	DISINFECTION □ Put safety signs out indicating floor hazard □ Dust mop floor, beginning in the far corner of the room away from exit. □ Vacuum carpeted areas □ Damp mop non-carpeted areas □ Dispose of used cloths and mops in "dirty laundry" bag and submit to laundry service for deep cleaning and drying at the end of the shift.		
		Employee Signature	
		Supervisor Signature	

FINAL INSPECTION