

**CLEANING
OPERATING PROCEDURES
RESIDENTIAL (HFL)
COVID-19**



CLEANING OPERATING PROCEDURES HAND BASIN & BATH CLEANING

Equipment

- ♦ Cloth (white)
- ♦ Quest +
- ♦ Paper hand towel
- ♦ Disposable gloves, aprons, (as a minimum)

Method

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ Display warning cones in area
- ♦ Ventilate area
- ♦ Clear sink of soap and other items
- ♦ Inspect overflow/plug holes for blockages
- ♦ Apply Quest + to cloth
- ♦ Clean metal surfaces, taps, chain, plug hole and inside of sink, outside of sink and pedestal or pipes
- ♦ Run tap and rinse all surfaces with cloth
- ♦ Dry all metal and surfaces with a paper towel
- ♦ Check floor area for water spillages
- ♦ Return equipment and materials to store
- ♦ Remove PPE and dispose of with cloths
- ♦ Wash hands on completion of task

FOR INFORMATION ON DILUTION RATES AND PERSONAL PROTECTIVE EQUIPMENT SEE SAFETY DATA SHEETS AND COSHH ASSESSMENTS.

NEVER MIX CHEMICALS OR DECANT THEM INTO UNMARKED CONTAINERS.

CLEANING OPERATING PROCEDURES CLEANING FIXTURES AND FITTINGS

Equipment

- ♦ Cloth white (please refer to colour coding system)
- ♦ Trigger spray (red top)
- ♦ Quest +
- ♦ Green hand pad
- ♦ Warning cones
- ♦ Measuring apparatus (pump dispenser)
- ♦ Mop and bucket (red – if in toilets only)
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ Ventilate area
- ♦ Display warning cones in area
- ♦ Clear surfaces of any items
- ♦ Prepare Quest + to manufacturers instruction (refer to COSHH assessment/ poster) and fill spray gun
- ♦ Start with the cleanest surface
- ♦ Spray solution onto cloth
- ♦ Apply cloth to surface
- ♦ Proceed to damp clean:- ledges, shelves, hand dryers, paper towel dispensers, soap dispensers, accessible pipe work, door handles, toilet roll holders, tops of doors
- ♦ Work from edges using straight strokes until surface is free from dust and dirty marks
- ♦ Where necessary polish surface with dry cloth or paper towel
- ♦ In the case of heavy stubborn stains, a Quest + and a green hand pad can be used to hard surfaces
- ♦ Check surfaces are left clean, smear free and dry
- ♦ Remove toilet brush holders to cleaning cupboard sink
- ♦ Clean and replace accordingly
- ♦ Return equipment and materials to store area
- ♦ Remove PPE and dispose of with cloths
- ♦ Wash hands on completion of task

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CLEANING OPERATING PROCEDURES GLASS/MIRROR CLEANING

Equipment

- ♦ Spray bottle (red – if in toilet only)
- ♦ Water
- ♦ Cleaning agent
- ♦ Cloth
- ♦ Paper towels
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Ensure glass mirror is in a safe condition before cleaning
- ♦ Wear personal protective equipment
- ♦ Check all surfaces are safe to clean
- ♦ Check area is clear and safe to enter
- ♦ Ventilate area
- ♦ Prepare cleaning agent to manufacturers instruction (refer to COSHH assessment/ poster) and fill spray gun
- ♦ Dampen cloth
- ♦ Clean glass horizontally
- ♦ Polish surface with paper towel/cloth
- ♦ Avoid leaning too heavily on glass
- ♦ Empty spray bottle
- ♦ Return equipment and materials to store area
- ♦ Remove PPE and dispose of with cloths
- ♦ Wash hands on completion of task

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**CLEANING
OPERATING PROCEDURES**
ALL VERTICAL SURFACES SPOT CLEANING
TO HAND HEIGHT

Equipment

- ♦ Warning cones
- ♦ Cloth – (red border – toilets only)
- ♦ Quest +
- ♦ Spray gun (please refer to colour coding system)
- ♦ Green hand pad (if required)
- ♦ Measuring apparatus (pump dispenser)
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ Display warning cones in area
- ♦ Ventilate area
- ♦ Prepare Quest + to manufacturers instructions (refer to COSHH assessment /poster)
- ♦ Spray Quest + onto cloth
- ♦ Apply to surface
- ♦ Clean horizontally
- ♦ Do not over stretch
- ♦ Dry off surface area
- ♦ Check surfaces are clean and smear free on leaving
- ♦ Return equipment and materials to store
- ♦ Remove PPE and dispose of with cloths
- ♦ Wash hands on completion of task

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CLEANING OPERATING PROCEDURES REMOVAL OF WASTE

Equipment

- ♦ Refuse Bag
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ In the event of bulk refuse seek assistance for safe disposal
- ♦ Ventilate area
- ♦ Work routinely and safely
- ♦ Never empty any special waste containers
- ♦ In the event of broken glass being present, handle carefully, dispose glass into a cardboard box or strong container, secure and label for safe disposal
- ♦ In the event of needles/syringes being present, report to supervisor who will arrange disposal in accordance with Council Policy
- ♦ Never put your hand into a waste bin
- ♦ Lift bin, turn upside down and tip the contents into refuse bag
- ♦ For your safety visually check the contents whilst emptying into refuse bag
- ♦ Any suspicious waste should be reported to supervisor
- ♦ Inspect the bin to ensure no waste remains
- ♦ Replace refuse bags as required
- ♦ Always carry refuse bags away from body
- ♦ Close and secure refuse bags safely on completion of task
- ♦ All refuse bags to be removed from area to specified collection pick up points
- ♦ Remove PPE
- ♦ Wash hands on completion of task

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CLEANING OPERATING PROCEDURES FLOOR MOPPING

Equipment

- ♦ Standard mop pole
- ♦ Colour code mop head (red – if in toilets only)
- ♦ Colour coded mop bucket (red – if in toilets only)
- ♦ Quest +
- ♦ Measuring apparatus (pump dispenser)
- ♦ Warning cones
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ Display warning cone at entrance to door-ways and main mopping area
- ♦ Ventilate area
- ♦ Fill mop bucket to wringer
- ♦ Prepare Quest + to manufacturers instructions (refer to COSHH assessment poster)
- ♦ Keep bucket behind line of work
- ♦ Start by mopping with straight strokes at skirting edge
- ♦ Continue mopping into main area using a figure of eight overlapping movement
- ♦ Change water frequently
- ♦ Always work towards exit
- ♦ Only when area is dry, remove warning cones
- ♦ Wash and rinse mop bucket and store safely
- ♦ Remove PPE and dispose
- ♦ Wash hands on completion of task

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CLEANING OPERATING PROCEDURES VACUUM/SUCTION CLEANING

Equipment

- ♦ Vacuum Cleaner
- ♦ Warning Cones
- ♦ Cloth - Blue Border
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Wear personal protective equipment
- ♦ Check machine for faults (i.e.) cable, plug, dust bag, casing, cable restraint
- ♦ Display warning cones
- ♦ Check surface area for debris and spillage
- ♦ Ensure electrical wall socket is safe to use
- ♦ Use closest supply socket available
- ♦ Keep the cable behind your line of work at all times
- ♦ Do not over stretch the cable
- ♦ Adjust brush head to suit surface of the floor
- ♦ Start at the furthest part of the room, work towards the exit.
- ♦ Work safely and systematically over the surface
- ♦ Areas to include: skirting edges, underneath and behind chairs tables, desks, and around doorframes, giving attention to corners.
- ♦ Replace any items removed during this task.
- ♦ Switch off and remove plug from socket.
- ♦ Lift safety cones on completion of task.
- ♦ Check and damp wipe casing and cable of vacuum safely
- ♦ Check the brush head for excess soil
- ♦ Empty vacuum before returning equipment to store
- ♦ Store correctly in a safe manner.
- ♦ Remove PPE and dispose of with contents of vacuum and cloths
- ♦ Wash hands on completion of task

CLEANING OPERATING PROCEDURES

CARPET CLEANING HOT WATER EXTRACTION

Equipment

- ♦ Mop & Bucket (blue)
- ♦ Scraper/Cleaning germ remover
- ♦ Vacuum Cleaner
- ♦ Carpet Cleaning Machine
- ♦ Warning Cones
- ♦ Cleaning agent
- ♦ Measuring apparatus (pump dispenser)
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Wear personal protective equipment
- ♦ Check machine for faults
- ♦ Ensure the carpet is secure to the floor, (report defects)
- ♦ Ensure electrical wall socket is safe to use
- ♦ Display warning cones
- ♦ Open doors and window for ventilation
- ♦ Clear and check area for debris
- ♦ Spot check carpet for any heavy soil e.g. chewing gum
- ♦ Vacuum area
- ♦ Prepare cleaning agent to manufacturers instructions and add to machine
- ♦ Keep the cable behind your line of work
- ♦ Start at the furthest part of the room and work towards the exit
- ♦ Use the wand attachment on the machine, (if present) to clean skirting and awkward corners and places in the room
- ♦ If practical area should be closed off until the surface is dry and furniture can be replaced safely, or leave warning cones and ventilation maintained.

Completion

- ♦ Check area is safe on exit
- ♦ Return equipment and materials to store.
- ♦ Check / clean machine thoroughly, report to supervisor of any faults
- ♦ Store in a safe and secure manner
- ♦ Remove PPE and dispose of
- ♦ Wash hands on completion of task

Safety

- ♦ Never use a machine if any faults are suspected or machine is not operating properly / report immediately to supervisor.
- ♦ Do not leave machine unattended.

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CLEANING OPERATING PROCEDURES LAUNDRY AREA

Equipment

- ♦ Mop and bucket (Blue)
- ♦ Cloth (Blue)
- ♦ Quest +
- ♦ Measuring apparatus (Pump dispenser)
- ♦ Washing powder/liquid feed
- ♦ Warning cone
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Check floor for any hazards
- ♦ Ventilate area when using laundry equipment e.g. washing machine/tumble dryer
- ♦ Wear personal protective equipment
- ♦ Hand washing should only take place when garments or bedding are slightly soiled. Heavily stained items should be placed in a biodegradable bag and placed directly into washing machine. Separate clothes for washing according to manufacturers instructions
- ♦ Ensure equipment is safe to use
- ♦ Report any faults to supervisor
- ♦ Do not lift loads that are too heavy
- ♦ When using Iron, check iron before during and after use, for frayed flex, cracked plug, cracks on body of iron
- ♦ Check wall socket is safe to use
- ♦ Ensure ironing board is positioned on a level surface and is assembled correctly
- ♦ Store correctly
- ♦ Never leave iron unattended
- ♦ On completion of laundry tasks:
- ♦ Damp wipe all surfaces and machinery
- ♦ Place warning cones in area
- ♦ Mop floor
- ♦ On completion wash mop and bucket and store correctly
- ♦ Wash cloth, hang to dry correctly
- ♦ Remove PPE and dispose of with cloths
- ♦ Wash hands on completion of task

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PROCEDURE FOR THE USE OF DISSOLVO SACKS

Equipment

- ♦ Dissolvo Sacks(red bags)
- ♦ Disposable gloves, aprons (as a minimum)

Method

- ♦ Dissolvo sacks, black bags and labels to be kept in the infection control room for use by care staff.
- ♦ Care staff must remove excess solids before bagging.
- ♦ Care staff to sort and separate soiled laundry and put into dissolvo sack, this does not include shoes, belts etc.
- ♦ Dissolvo sack must be double bagged in a black bag. This is a safety measure in the event of the dissolvo sack bursting open.
- ♦ Black bags to be labelled appropriately by care staff i.e. whites, colours, woollens etc.
- ♦ Bags to be left by care staff in laundry bags. The appropriate bags to be used will be decided by the laundry maid/cleaning supervisor. Bags must not be left on the floor.

N.B. PERSONAL PROTECTIVE EQUIPMENT MUST BE USED AT ALL TIMES BY CARE STAFF WHEN HANDLING POTENTIALLY CONTAMINATED LAUNDRY.