



## INODAYA Hospitals - Kakinada

Documentation code:

INH/HIC.Doc.No:13

### Policy on Housekeeping procedures

Prepared date: 05/09/2023

Reference: HIC.4. c. NABH Standards – 5<sup>th</sup> Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

## POLICY ON HOUSEKEEPING PROCEDURES

### Purpose

- To have a safe, dust free and conducive environment.
- To reduce cross-infection between patients, patients and staff via clinical and non-clinical equipment.

### Introduction

- Decontamination is the process of removing most pathogenic or disease producing organism by means of cleaning, disinfection and sterilization.
- All environment harbour pathogens. Items within the health care environment including air, water, and wet surfaces serve as a reservoir of infectious agents. Warm water and detergent removes 80% of microorganisms.

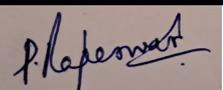
### Scope

- Applicable to all nurses and ancillary workers.

### Policy

#### Cleaning the Premises

- Domestic cleaning of a high standard is sufficient for most part of the premises. Routine cleaning of surfaces, fixtures and fittings should be undertaken by using detergent and hot water.
- Disinfectants are not usually required for routine cleaning.
- Environmental disinfection must be used for patient's isolation rooms where additional precautions have been implemented during outbreaks.
- Where disinfectant is required for work surfaces, clean first with detergent and water followed by disinfectant solution.
- Damp cleaning (mopping) is recommended. Sweeping disperses dusts and bacteria.
- Clean the ward areas daily and more frequently, according to the climactic conditions

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and the level of dust in the atmosphere.

- The cleaning should start in the clean areas of the wards and progress to dirty areas (including the toilets which should be the last using separate mops)
- The floor should be mopped with water and detergent. The water should be changed frequently. Dry the floors.
- Ward surfaces, rails, etc should be damp-dusted. Do not allow the surfaces to remain wet.

#### Wards:

- This must be kept meticulously clean.
- Equipment should be removed immediately after use.
- Containers of fluid should never be left open.
- All autoclaved items received from CSSD should be stored
- All autoclaved items received from CSSD should be stored here on dry and dust free closed cabinets
- Storage area should be cleaned regularly with Bacillol Spray wipe and dried (moisture will encourage contamination).
- All pre-packed sterile medical and surgical non-disposable equipment must be checked regularly and returned to CSSD before or on the expiry date.
- All equipment must be stored clean and dry.

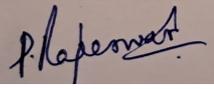
#### Equipment and Patient Care Articles

##### 1. Washing bowls

After each use these must be washed with soap and water and disinfected with Sodium Hypochlorite solution thoroughly between each patient, wipe it with paper towel and stored dry.

##### 2. Bedpans, urinals and urine jugs.

Disposable gloves must be used when handling these items. Keep items separate for each patient use. Discard after each patient use. These must be washed with soap and water and disinfected with Sodium Hypochlorite solution thoroughly between each

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patient

3. **Bed ends and frames, cradles, furniture, curtain rails etc.**

Clean with detergent solution and dry. Disinfectant solution (Bacillol Spray) should be used if contaminated with blood or body fluids/substances and for isolation rooms.

4. **Mattresses and pillows**

5. **Cleaning cloths, brushes and equipment.**

Cleaning clothes must be disposable and discarded after each cleaning. Brushes and buckets should be washed in detergent and water, disinfected in chlorine solution then hung or inverted to dry.

**Mop Heads.**

Daily cleaning of mops. At the completion of each task of floor mopping, the mops should be thoroughly washed in a bucket containing hot water and detergent. Squeeze as much water out of the mop as possible and rotate gently to make the strands loose, leave hanging to dry upside down in the sun if possible. The bucket is to be cleaned, then turn upside down and allow to dry.

6. **Toilet Bowls/Wash Basins.**

Daily cleaning with water and detergent. Additional cleaning is necessary for stubborn stains by using hypochlorite solution.

7. **Toilet Brushes.**

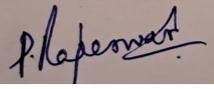
Should be rinsed in flushing water shaken and stored to dry.

8. **Walls.**

Remove visible stain with detergent as necessary.

9. **Ward Trolleys.**

Clean with a cloth dampened with detergent and water.

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#### 10. Spillage of Blood and other body fluids.

- Spillages should be dealt with as quickly as possible.
- Wear domestic gloves.
- Cover the area with paper towels
- Pour Sodium Hypochlorite solution with a strength of 1%
- Allow 2 minutes contact time.
- Clean the spillage and dispose of as clinical waste.
- Wash the surface with detergent and water.

#### 11. Nail Brushes.

The use of a nail brush is discouraged as they cause skin damage that can increase the bacterial flora. If a nail brush is required, a sterile antiseptic brush can be used. Reusable brushes require autoclaving between use.

#### 12. Hair Dresser's (Barber's) Equipment.

- Towels –supply a clean towel for each patient. Razors –disposable, discard after each use. Scissors and comb –use individual (personal) items.
- Shaving brush –do not use a shaving brush, gauze can be used instead.

#### 13. Curtains.

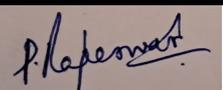
- To be changed and sent to laundry every Week or whenever it is Contaminated or dirty.

#### 14. Bins : For waste (metal/plastic).

- Clean regularly with detergent solution, after each patient, must be foot operated.

#### 15. Instruments, Equipment and Anesthetic Equipment

- **Ambu bags:**  
After each patient clean with soap and water and send for Autoclave.

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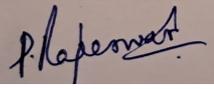
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- **Airways.**  
Disposable; to be discarded after each patient.
- **Anesthetic Tubing/Respiratory Tubing:**  
Wash with detergent and water after each use, then disinfect in washer or disinfectant for 10 minutes or send for autoclave. If disposable, discard. A bacterial or viral filter must be used for all patients.
- **Laryngoscopes.**  
After each patient, separate the blade from handle, clean with soap and water and wipe with bacillol spray or alcohol swab
- **Face Masks.**  
Discard after each use.
- **Suction Catheter.**  
Discard after each use.
- **Suction Tubing.**  
Discard after each patient.  
**Plastic** – Empty the contents wash with soap and water and disinfect in disinfectant solution, If disposable discard  
**Glass**- Empty the contents wash with detergent and water, send to CSSD for autoclaving
- **IV Stand:**  
Clean with detergent and water and use sodium hypochlorite solution if contaminated with blood , body fluids or use Bacillocil spray.
- **Sphygmomanometer Cuff.**  
Wipe with Bacillol spray after each patient. Change covers regularly or wash with

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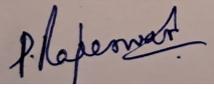
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detergent and water, also for the inflatable part then dries thoroughly. Special precaution must be taken for the one which is used for isolated patients.

- **Thermometer.**  
After use Wipe with alcohol swab and store dry. Oral and rectal thermometers should be stored separately.
  - **ECG and SpO<sub>2</sub> cables:**  
Clean with 70% alcohol or use Sodium Hypochlorite solution or Bacillol spray if contaminated with blood and body fluids.
  - **Stethoscope:** It must be cleaned after each use with 70% of alcohol swab
  - **Cots.** Clean with detergent and water or use Bacilloid wipes and air dry.
- 16. Computers**
- Keyboard and monitor can be cleaned with Bacilloid wipes daily morning and at the end of the day.
  - More care must be taken to areas like laboratories and clinical patient care areas

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