

LARGE MEDICAL FACILITY

AREAS TO BE SERVICED

	FREQUENCY
Entrance way	5x/week
Lobby & Waiting area	5x/week
Reception Area- Desk and behind	5x/week
Individual offices	5x/week
Multi-station offices	5x/week
Individual partitions/ cubicles	5x/week
Pre op Rooms	5x/week
Discharge Lounge	5x/week
Recovery	5x/week
OR area: pack room, central supply, hallways, 4 ORs	5x/week
Staff Lounge	5x/week
All Restrooms, including employee lockers	5x/week
Hallways	5x/week
Warehouse-office	5x/week
Janitorial storage closets	5x/week

BASIC SERVICES

	FREQUENCY
Exterior trash or ashtrays emptied	5x/week
Clean entry way windows, doors, knobs, jambs, kickplates, entry area	5x/week
Spot clean light switches, doors, door frames, knobs	5x/week
Clean and disinfect all counter tops, free of debris and grime	5x/week
Dispose of waste and install new liners, if necessary	5x/week
Remove recycling, place in proper bins (Roll biohazard- do not touch bags)	5x/week
Clean and disinfect water fountains, public phones	5x/week
In OR areas and recovery: disinfect bottoms of tables, IV Pulls, dust lights, wipe shelves	5x/week
Remove linens to proper bin	5x/week
Tidy and replace all furniture to proper positions, magazines	5x/week
Damp dust office furniture, rollers, file cabinets, desk/shelf décor	3x/week
Damp dust all picture frames, clean glass, light fixtures, wall hangings	3x/week
Damp dust computer screens, keyboards, fax, copiers, misc. office equip.	3x/week
Wipe down window sills	2x/month
Damp wipe baseboards and chair bases	2x/month
Damp dust window blinds	1x/month
Brush clean all air grills, vents, returns	1x/month
Clean inside/outside of waste and recycling receptacles	As needed
Remove cobwebs	As needed

OPERATING ROOMS, 5 EVENINGS A WEEK

Clean per recommended practices of AORN for Daily and Terminal Cleaning in Surgical Setting
Includes Pack Room, Central Supply, Center Hallway and 4 Ors
Use of Microfiber to attract dust rather than moving dust around surfaces
Personnel received Blood Borne Pathogen training
Personnel received TB testing
Personnel wear gloves at all times and do not touch biohazard plastic bags
Use clean mop heads each night; 2 mop system. One to apply germicidal cleaner, another to take up
Water Temperature at highest level provided by site hot water heater. Floors will air dry overnight
Roll all furniture on wheels, wipe wheels, All handles and kick plates wiped with proper chemical solution
All floors thoroughly cleaned daily. All Scrub sinks, cabinets, shelving in OR suites
Walls on bi-monthly schedule; except where visible clean upon seeing issue.
Ceiling vents micro fiber wipe daily, along with bottom of OR tables, all flat surfaces, surgical lights

HARD SURFACE FLOORS

FREQUENCY

Sweep or vacuum all traffic areas	5x/week
Thoroughly mop with hospital grade disinfect (under shelves in supply area)	5x/week
Replace all moved furniture	5x/week
Deck brush ceramic to thoroughly clean grout in restroom	1x/week
Machine Buff/shine VCT in OR's on rotation on weekends	2x/month
Yellow vinyl floors in discharge and lounge needs buffing	1x/month
Strip, seal and wax VCT tile priced separately	

CARPETS

FREQUENCY

Vacuum all traffic areas	5x/week
Replace all moved furniture	5x/week
Spot clean all areas of fresh spills	1x/week
Vacuum corners, edges and non-traffic areas (under desks on Fridays)	1x/week
Steam clean all carpet priced separately	

RESTROOMS

FREQUENCY

Spot clean vertical surfaces: walls, doors, and partitions	5x/week
Wipe down horizontal surfaces: counter tops, dispensers, toilets	5x/week
Detail: door handles, kick plates and light switches	5x/week
Clean and disinfect toilets (inc. base and rear)	5x/week
Polish all fixtures	5x/week
Clean all mirrors, surrounding light bulbs	5x/week
Dispose of waste and install new liners	5x/week
Spot clean and/or shine any waste receptacles	5x/week
Feather dust partitions and ledges	5x/week

Low feather dusting: baseboards, toilet bases and beneath sinks	5x/week
Wet mop hard surface floors using germicidal product that smells fresh	5x/week
Brush down shower: floors, ceilings, doors- foam spray, deck brush	5x/week
Restock hand soaps and paper disposables	5x/week
High dusting: brush clean air grills, ceiling fixtures & returns	1x/month

STAFF LOUNGE

	FREQUENCY
Spot clean vertical surfaces: cabinets, appliances and walls by the trash	5x/week
Wipe down horizontal surfaces: tables, appliances and counter tops	5x/week
Clean and disinfect sink, faucet, drain, and surrounding counters	5x/week
Restock any paper disposables	5x/week
Clean exterior of appliances- microwave, dishwasher and fridge wiped	5x/week
Load and run dishwasher- empty before leaving	5x/week
Clean up coffee area	5x/week
Wipe down inside of microwave	5x/week
Wipe down interior of refrigerator, throwing out spoiled food (post notice)	1x/week

WINDOWS & GLASS

	FREQUENCY
Clean entrance way door glass	5x/week
Spot clean glass doors/partitions/mirrors/interior sidelights	5x/week

SECURITY AND COMMUNICATION

Complete punch list and check communication log
 Make sure all windows\doors are locked. Turn off lights. Arm security system.

MATERIALS AND EQUIPMENT

Contractor provides all cleaning chemicals and equipment

(Contractor can arrange a supply vendor to bill directly to the client at discounted rates)

SERVICE SCHEDULE

Monday through Friday, after hours- about 6:30 is OK, able to come in on weekends for buffing and for details

ADDITIONAL SERVICES, BILLED SEPARATELY

Full window cleaning
 Carpet cleaning
 Strip, seal and wax hard surface flooring
 Strip and seal restrooms; acid wash grout