

Environmental Services Common Space Cleaning Standard Operating Procedure

Target Group: Cleveland Clinic health system		Original Date of Issue: No Date Set	Version 1
Approved by: Board of Directors- Main	Date Last Approved/Reviewed: No Review Date	Prepared by: Maureen Korosec (Administrative Program Coordinator IV)	Effective Date Not Approved Yet
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Fairview Hospital: MEC approval date: Board approval date: Effective Date:		Hillcrest Hospital: MEC approval date: Board approval date: Effective Date:	
Lutheran Hospital: MEC approval date: Board approval date: Effective Date:		Marymount Hospital: MEC approval date: Board approval date: Effective Date:	
Medina Hospital: MEC approval date: Board approval date: Effective Date:		South Pointe Hospital: MEC approval date: Board approval date: Effective Date:	
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Coral Springs, FL ASC/FHC: MEC/CSOC approval date: Board approval date: Effective Date:			

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IMPORTANT NOTE FOR DOCUMENT OWNERS:

If your document impacts caregivers working at any of our Regional Hospitals AND requires MEC approval, you are required to complete a [Document Summary Form](#) and attach it to this document.

Purpose

This standard operating procedure provides instructions to cleaning of common space areas in support of the [Standard Precautions Policy](#).

Definitions

Cleveland Clinic health system

Includes the main campus, Avon, Euclid, Fairview, Hillcrest, Lutheran, Marymount, Medina, South Pointe, Children's Hospital for Rehabilitation, and all Family Health Centers, Physician practice sites, Nevada practice sites, Emergency Departments, Express Care Centers, Urgent Care Centers and Ambulatory Surgical Centers reporting to these facilities

Common Space Areas – Including but not limited to the following: waiting & meeting rooms, dining areas, open office spaces or areas, general office and reception space areas, corridor and corridor seating areas.

Contact/wet time - The amount of time a surface must remain wet (in contact with the surface) to kill the germs according to the manufacturer's instructions.

EPA - Environmental Protection Agency

PPE – Personal Protective Equipment

MIFU- Manufacturer's Instructions for Use

Equipment Needed:

1. Personal protective equipment
2. Waste receptacle liners
3. Microfiber cloths
4. High-dust tool
5. EPA approved disinfectant
6. Vacuum with attachments
7. Cleaning cart
8. Floor dusting cloths
9. Floor mops
10. Waste barrel
11. Vacuum sweeper

Instructions

1. Perform hand hygiene and don personal protective equipment according to standard precautions.
2. Empty trash and place in designated cart for disposal.
 - a. Clean and disinfect the trash receptacle and re-line.
 - b. Do not reuse the cleaning cloth.
3. Discard newspapers & magazines.
4. Use a high-dust tool for daily cleaning of fixtures & surfaces above shoulder level.

- a. Dusting must be done first so particles & dirt that fall to the floor will be captured when the floor is cleaned.
 - b. Dusters must never be shaken.
5. Clean and disinfect all surfaces in the common space area with an EPA approved disinfectant in accordance with the MIFU daily. Surfaces include but are not limited to the following:
 - a. Furniture (chairs, tables, conference room desk, cabinets, etc.)
 - b. Window ledges
 - c. Counter tops
 - d. Artwork
 - e. Lamps
 - f. Phones
 - g. All other horizontal surfaces
 - h. Vertical surfaces include but are not limited to doors, door handles, & light switches.
6. Floor Care
 - a. Vacuum carpet daily (and as needed) including the edging.
 - b. Hard surfaces:
 - i. Damp mop the floor with an EPA approved disinfectant in accordance with the MIFU
 - ii. Put up wet floors signs - as many as needed.
 - iii. Remove the signs immediately after the floor is dry.
7. Always keep the furniture spaced as it was when you entered the area for safety reasons, do not move or rearrange the set-up.
8. Call in all work requests: i.e. burned out light bulbs, stained ceiling tiles, damaged walls, carpet or chairs that require special cleaning, floors that need stripped and refinished, etc.
9. Doff personal protective equipment and perform hand hygiene.

Special Note:

1. Caregivers are responsible to clean their own work station/desk, computer accessories (monitors, keyboards, mouse), etc. with hospital approved disinfectant wipe or approved alternative product.
2. Caregivers are responsible to clean shared work stations and conference rooms (inclusive of computer accessories) after each use with approved disinfectant wipe or approved alternative product.
3. Desk area: Never move papers on a desk unless requested to do so.
4. Common Spaces: These areas are to be scheduled for special project work along with a deep cleaning and sanitation
5. Elevators: Use disinfectant to wipe all high touch surfaces inside and outside the elevator cabs. Spot clean panels and clean any spills, debris as needed. Stainless steel cleaning product is required to avoid streaking. Vacuum elevator tracks to keep free of debris to ensure optimal condition for safe operation.
6. Perform frequent rounding of common areas throughout the day and clean as required.
7. Hallways & Stairwells: Use disinfectant to wipe all high touch surfaces including handrails. Perform hourly rounding to tidy up and address high touch surfaces.

Regulatory Requirement/References

- APIC Textbook of Infection Control and Epidemiology, 2014 APIC, Inc.
- CMS Standard 482.42(a)(3)
- IC.01.05.01 The hospital has an infection prevention and control plan

Oversight and Responsibility

Buildings & Properties is responsible to review, revise, update, and operationalize this standard operating procedure to maintain compliance with regulatory or other requirements.