

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 SERVICESF	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 bag)	5x/week
Clean and disinfect water fountains, public phones	5x/week
In OR areas and recovery: disinfect bottoms of tables, IV Pulls, dust lights	,5x/week

wipe shelves

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

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	

FREQUENCY**CARPETS**

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	

FREQUENCY**RESTROOMS**

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

FREQUENCY

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