

ANNEXURE:	Procedures for Cleaning and Sanitation of Environment		
CHAPTER: 5	Facilities Management & Services		
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Procedures For Cleaning and Sanitation of Environment

Source & adapted from: National Guidelines for Infection Prevention and Control in Healthcare Facilities, National Centre for Disease Control, Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India, January 2020.

Procedures for Cleaning and Sanitation of Various Areas / Items in Care Homes

S.No	Area / Items	Process	Item / Equipment	Method / Procedure
1	General Clinical Areas	<ul style="list-style-type: none"> Dust mops Mop (No broom will be used for sweeping) 	Sweeping	<p>Sweep with the dust mop or damp mop to remove surface dust. Sweep under the furniture and remove dust from corners. Gathered dust must be removed using a hearth brush and shovel.</p> <ul style="list-style-type: none"> The sweep tool should be cleaned or replaced after use.
2	Ceiling and Walls	<ul style="list-style-type: none"> Sweeping tool Duster Bowl / small bucket of soap solution Plain Water 	Damp Dusting	<ul style="list-style-type: none"> Damp dusting with a long-handled tool for the walls and ceiling done with very little moisture, just enough to collect the dust. Damp dusting should be done in straight lines that overlap one another.

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S.No	Area / Items	Process	Item / Equipment	Method / Procedure
3	Floors (clinical areas) – Daily Mopping	Detergent/ sanitizer–hot water Three buckets (one with plain water and one with solution; one bucket for hypochlorite (1:50 dilution))	<ul style="list-style-type: none"> • Cleaning • Daily Mopping 	<ul style="list-style-type: none"> • Prepare cleaning solution using cleaning agent with warm water (detergent/ sanitizer). • Use the three-bucket technique for mopping the floor, one bucket with plain water and one with the detergent solution. • First mop the area with warm water and detergent solution. • After mopping clean the mop in plain water and squeeze it. • Repeat this procedure for the remaining area. • Mop area again using hypochlorite 1:50 dilution after drying the area. • In between mopping if solution or water is dirty change it frequently. • Mop the floor starting at the far corner of the room and work towards the door. • Clean articles between cleaning. • Note: Mopping should be done thrice a day, in each shift
4		Care of Mop	<ul style="list-style-type: none"> • Hot water • Detergent • Hypochlorite • 1:1000 	<ul style="list-style-type: none"> • Clean with hot water and detergent solution, disinfect it with hypochlorite and keep for drying upside down.

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5	<ul style="list-style-type: none"> • Walls • Doors • Door Knobs 	<ul style="list-style-type: none"> • Damp cloth or Sponge • Squeeze mop • Detergent 	Thorough Washing	<ul style="list-style-type: none"> • The walls and doors are to be washed with a brush, using detergent and water once a week, gently apply cloth to soiled area, taking care not to remove paint, then wipe wall with warm water to remove excess cleaning agent. • Door knobs and other frequently touched surfaces should be cleaned daily.
6	Floors	<ul style="list-style-type: none"> • Scrubbers • Hot water • Detergent • Mop 	Thorough Washing	<ul style="list-style-type: none"> • Scrub floors with the hot water and detergent with using minimal water. (Do not pour the water.) • Clean with plain water • Mop area, and allow to dry • Hypochlorite 1:100 mopping can be done.
7	Isolation Room	<ul style="list-style-type: none"> • Detergent • Sanitizer • Warm Water <p>Three buckets (one with plain water and one with solution); separate bucket for hypochlorite (1:50 dilution)</p>	Terminal Cleaning	<ul style="list-style-type: none"> • Before cleaning an isolation room, liaise with infection control team for details of any special requirements. Staff will be instructed on specific cleaning procedures required with reference to <ul style="list-style-type: none"> ➤ Safety uniform to be worn. ➤ Chemicals or disinfectants to be used. ➤ Also, if bed screen and shower screen are to be cleaned or changed, refer cleaning in isolation rooms.

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8	All Clinical Areas	<ul style="list-style-type: none"> • Hypochlorite 1:100 (1%) • Rag piece • Absorbent paper • Unsterile gloves • Spill care kit • Mop • Hot water 	Blood and body fluid spill care	<ul style="list-style-type: none"> • Wear non-sterile gloves. • Cover the spill with hypochlorite (1:100). • For large spills, cover with rag piece/ absorbent paper for 10–20 minutes contact time. • Clean up spill and discard into infectious waste bin, and mop area with soap and hot water. • Clean the mop and mop area with 1% hypochlorite. • Wash mop with detergent and hot water and allow it to dry.
9	Book case, files, lockers, tables, cupboard, wardrobes, benches, shelves and cots	<ul style="list-style-type: none"> • Damp Duster • Warm water • Detergent • Dry duster 	Damp Dusting	<ul style="list-style-type: none"> • Damp dust with warm water and Detergent.
10	<ul style="list-style-type: none"> • Cots • Railings • Locker 	<ul style="list-style-type: none"> • Detergent / Sanitizer – hot water • Three small buckets /or big bowls • One with plain water • One with solution • One for hypochlorite 1:100 dilution 	Daily Dusting	<ul style="list-style-type: none"> • Damp dust with warm water and detergent followed by disinfection with hypochlorite or as per guidelines.

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11	Bathroom Showers	<ul style="list-style-type: none"> • Warm Water • Detergent powder • Nylon Scrubber • Hypochlorite 1:100 dilution 	Cleaning	<ul style="list-style-type: none"> • Thoroughly scrub the basin / tiles with warm water and detergent inside and outside. • Special attention to soap runs under the basin. • Tap fittings to be washed and dried. Note: Do not use powder cleanser dry as it can scratch the chrome on the taps. If required disinfection to be done.
12	Taps and Fittings	<ul style="list-style-type: none"> • Warm Water • Detergent Powder • Nylon Scrubber 	Cleaning	<ul style="list-style-type: none"> • Wipe over taps and fittings with a damp cloth and detergent. • If heavily soiled, sprinkle a little powder cleanser onto a wet cloth, fold cloth over and rub into a paste and polish. • Note: Do not use powder cleanser dry as it can scratch the chrome on the taps. • Care should be taken to clean the underside of taps and fittings. • Taps should be dried after cleaning.
13	Mirrors and Glass	<ul style="list-style-type: none"> • Warm Water • Detergent Water / cleaning solution • Damp cloth • Wiper 	Cleaning	<ul style="list-style-type: none"> • Using warm water and a small quantity of detergent and using a damp cloth, wipe over the mirror and surround, then using a dry lint-free cloth, buff the mirror and glass to a clean dry finish.

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14	<ul style="list-style-type: none"> • Sluice Room • Stainless Steel / Any other sink 	<ul style="list-style-type: none"> • Powder • Cleanser • Detergent Powder • Wiper • Cloth 	Cleaning	<ul style="list-style-type: none"> • Sinks are to be cleaned with a powder cleanser. • First wet the sink. Sprinkle on a little powder cleanser and work around the surface with a cloth, include the plug hole. • Do not use the powder cleanser on dry sink. • After removing spillage and any stains, flush away with running water. Wipe down the surface of the sink.
15	Bed pans, urinals kidney trays, sputum mugs, urine measuring jugs	<ul style="list-style-type: none"> • Detergent • Water • Brush Scrubber • Hypochlorite (1:50) 	Cleaning and Disinfection	<ul style="list-style-type: none"> • After washing with soap and water immerse in 1:50 dilution of hypochlorite for 20 minutes. • Keep it for air dry in a stand in such a way that water will drain downward.
16	Pantry Furniture	Duster	Dusting	<ul style="list-style-type: none"> • Damp dust

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17	Telephone	<ul style="list-style-type: none"> • Warm Water • Detergent Solution • Duster 	General Cleaning	<ul style="list-style-type: none"> • Damp dust with warm water and detergent. • Paying special attention to the ear and mouth piece and dry it properly.
18	Desks	<ul style="list-style-type: none"> • Damp Cloth • Furniture Polish 	Dusting	<ul style="list-style-type: none"> • Wipe top sides and draw handles with a damp cloth. • Wooden desks should be cleaned with furniture polish and buffed to clear glows. • Pen holder etc. to be cleaned or dusted.
19	Chairs (Vinyl)	<ul style="list-style-type: none"> • Warm Water • Detergent 	Cleaning	<ul style="list-style-type: none"> • Wipe down with warm water and detergent. • Remove any marks under arms and seat. Check for damage to stoppers, if stopper require replacement, report to maintenance department.

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20	Fabric Chairs	<ul style="list-style-type: none"> • Vacuum Cleaner Warm Water and Detergent • Stain Remover 	Cleaning	<ul style="list-style-type: none"> • Vacuum the cloth area of the chair and wipe down remainder of the chair with warm water and detergent.
21	Furniture and Fittings	<ul style="list-style-type: none"> • Warm Water and Detergent • Rag Piece 	Dusting	<ul style="list-style-type: none"> • Using warm water and detergent, damp dust all furniture and fittings, including chairs, sofas, stools, beds, tables, cupboards, wardrobes, lockers, trolleys, benches, shelves and storage racks, waste/ bins, fire extinguishers, oxygen cylinders,
22	<ul style="list-style-type: none"> • Bed • Tables • Bedside Lockers 	<ul style="list-style-type: none"> • Warm Water and Detergent • Wiper • Duster 	Cleaning	<ul style="list-style-type: none"> • Wipe down over bed table. Wipe top and underneath base and stand, using warm water and detergent. Dry on completion. • Wipe down the bedside. Remove marks from fronts of draws and sides. Using warm water and detergent, wash the top to remove any sticky marks and dust.

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S.No	Area / Items	Process	Item / Equipment	Method/ procedure
23	<ul style="list-style-type: none"> • Light Switch • Over-Bed Lights 	<ul style="list-style-type: none"> • Damp cloth (never wet) • Detergent • Warm water 	Cleaning	<ul style="list-style-type: none"> • Light switches to be cleaned of dust, spots and finger marks. Clean with a damp cloth (never wet) and detergent. • Over-bed lighting to be damp dusted. • Light housing to be wiped down with warm water and detergent.
24	Screens and Screen Rails	Damp	Dusting	<ul style="list-style-type: none"> • Screen rails should be damp dusted using warm water and detergent. This includes rail supports. • Screens to be replaced on a set rotation basis or as soon as they are visibly soiled.
25	<ul style="list-style-type: none"> • Curtains • Blinds and Drapes 	<ul style="list-style-type: none"> • Vacuum Cleaner • Soft Clothes • Water • Mild Soap Solution 	Cleaning	<ul style="list-style-type: none"> • Curtains blinds should be vacuumed, then wiped down with moist, soft cloth. • Always start at the top and work down • Solution for cleaning blinds should not contain strong detergents. Cloth should not be wet or these conditions could stain the blind.

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S.No	Area / Items	Process	Item / Equipment	Method / Procedure
26	Air-vents and Filters	<ul style="list-style-type: none"> • Vacuum cleaner • Duster • Detergent Solution 	Cleaning	<ul style="list-style-type: none"> • Vents are vacuumed to remove any dust and wipe out with a cloth and detergent. • Some vents require removal to wash the back and entrance of the ducting. • Metal vents and filters are washed under running water and dried with a lint-free cloth to remove stubborn soil age. It should be done in collaboration with the engineering department.
27	Stethoscope	<ul style="list-style-type: none"> • Detergent and Water • Alcohol-based rub 	Cleaning	<ul style="list-style-type: none"> • Should be cleaning with detergent and water. • Should be wiped with hand rub before each patient contact.
28	Thermometer	<ul style="list-style-type: none"> • Detergent and Water • Alcohol Rub • Individual Thermometer Holder 	Cleaning	<ul style="list-style-type: none"> • Should be stored dry in individual holder. • Clean with detergent and tepid water and wipe with alcohol rub in between patient use. • Store in individual holder
29	Injection and Dressing Trolley	<ul style="list-style-type: none"> • Detergent and Water • Duster • Disinfectant (70% alcohol) 	Cleaning	<ul style="list-style-type: none"> • To be cleaned daily with detergent and water. • After each use should be wiped with disinfectant.

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30	Refrigerators	<ul style="list-style-type: none"> Detergent and Water Absorbent Paper or clean cloth 	Cleaning (weekly)	<ul style="list-style-type: none"> Empty the fridge and store things appropriately. Defrost, decontaminate and clean with detergent. Dry it properly and replace the things. Weekly cleaning is recommended.
31	<ul style="list-style-type: none"> Linen Coloured Clothes 	Linen Disinfectant	Washing	<ul style="list-style-type: none"> Linen contaminated with blood and body fluids should be immerse in compatible (linen-friendly) disinfectant as per recommendation or detergent disinfectant. Bag it in leak-proof bags and send to the laundry for washing. Note: During washing soiled linen, the washing person should be given PPE.
32	White Clothes	<ul style="list-style-type: none"> Sodium Hypochlorite 1% Tap Water 	Washing	<ul style="list-style-type: none"> Should be washed under running water and soaked in 1:100% sodium hypochlorite for 20 minutes. Note: PPE should be worn while washing soiled linen.

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33	Mattress and Pillow Cover	<ul style="list-style-type: none"> • Sodium Hypochlorite 1% • Tap Water 	Washing	<ul style="list-style-type: none"> • Mattress and pillows should be covered with a reusable mattress cover. • It should be changed for each patient and when soiled sent to the laundry according to schedule.
34	BP cuffs and Covers	<ul style="list-style-type: none"> • Detergent • Hot water 	Washing	<ul style="list-style-type: none"> • Cuffs should be wiped with alcohol- based disinfectant and regular laundering is recommended for the cover.
35	Hair removal Clippers	<ul style="list-style-type: none"> • Soap and Water • Disinfectant 	Disinfection	<ul style="list-style-type: none"> • Safety – single use disposable blades. • Electric razors should be disinfected between use.
36	Soap Dispensers	Detergent and Water	Cleaning	<ul style="list-style-type: none"> • Daily dusting • Should be cleaned weekly with detergent and water and dried.
37	Air-conditioner	Soap and Water	Cleaning	<ul style="list-style-type: none"> • Regular maintenance air-conditioners according to norms. • Regular (twice a week) cleaning of AC filters with the soap and water or according to engineering department's policy.
38	Footwear	Detergent and Water	Cleaning	<ul style="list-style-type: none"> • Bone marrow transplant unit footwear should be cleaned with detergent on a daily basis. • After washing, dry properly and keep it in shoe racks.

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39	Water Jars	<ul style="list-style-type: none"> • Vim Powder • Soap and Water 	Cleaning	<ul style="list-style-type: none"> • Recommended boiled water for drinking • Water jars should be scrubbed/ cleaned with soap and water and boiled water before filling with water.
40	Kidney Trays, Sputum Mugs, Bed Pans, Urine Measuring Mugs	<ul style="list-style-type: none"> • Detergent and Water • Hypochlorite 	Cleaning	<ul style="list-style-type: none"> • After washing with soap and water immerse in 1:50 dilution of hypochlorite for 20 minutes (each use) • Dry in a stand such that water will drain downwards. • Hypochlorite should be prepared fresh daily in tap water.
41	Suction Bottles, Tubing, Catheters	Refer to general clinical areas		
42	General Gleaning	<ul style="list-style-type: none"> • Detergent and Warm Water Mop • Two buckets • Clean utility Gloves • Hand Mops 	Daily moping Floors Thorough Washing	<ul style="list-style-type: none"> • Two-hourly moping with hypochlorite with the two-bucket technique is recommended. • Scrub floors with hot water and detergent with using minimal water. (Do not pour the water.) • Clean with plain water. • Allow to dry • Hypochlorite 1:50 mopping can be done. • Note: Recommend general cleaning procedure
43	Stethoscope	Alcohol-based hand rub, spirit swab	Disinfection	<ul style="list-style-type: none"> • Refer to general clinical areas

Cleaning of toilets

S.No	Areas	Agents / Toilet Cleaner	Procedure
1	Toilet Pot / Commode	<ul style="list-style-type: none"> • Hypochlorite • Soap Powder • Long Handle Angular Brush 	<ul style="list-style-type: none"> • Inside of toilet pot/commode: • Scrub with the recommended agents and the long handle angular brush. • Outside: Clean with recommended agents; use a nylon scrubber.
2	Lid / Commode	<ul style="list-style-type: none"> • Nylon scrubber • Soap Powder 	Wet and scrub with soap powder and the nylon scrubber inside and outside
3	Toilet Floor	<ul style="list-style-type: none"> • Soap powder • Scrubbing Brush • Nylon Broom 	<ul style="list-style-type: none"> • Scrub floor with soap powder and the scrubbing brush • Wash with water • Use hypochlorite 1:50 dilution
4	Tap	<ul style="list-style-type: none"> • Nylon scrubber • Soap Powder 	Wet and scrub with soap powder and the nylon scrubber.
5	Outside Sink	<ul style="list-style-type: none"> • Soap Powder • Nylon Scrubber 	Scrub with the nylon scrubber.

Note: Dry the floors with a separate drying mop.

General

- Lint-free dusters/ mops should be used; and washed with soap and water after every use, and dried.
- Brooms are not to be used in the hospital.
- The three-bucket technique should be used on every floor to facilitate hygienic cleaning of environment.

Housekeeping in the isolation room

- Before admission

The admitting physician should inform the sister in-charge of isolation ward at least one hour before admission, mentioning the diagnosis, sex and the general state of the patient.

- **Prerequisites for isolation**

- A hand washing sink and running water should be available at the entrance of each room to facilitate hand washing.
- Cover the mattress and pillows with an impervious cover such as Mackintosh so that it can easily be damp dusted. Clean gowns should always be available.
- Separate urinals, bedpans and thermometers/BP apparatus are to be used for each patient.
- Bins lined with the appropriate colour-coded plastic liner should be available in each room for disposal of biomedical waste.
- Rooms should be well lit, and isolated according to disease conditions.

- **Cleaning procedure for isolation room**

- Linen should be stripped from the bed with care taken not to shake the linen during this action. Linen should be soaked in disinfectant, i.e. hypochlorite 1:50 for 20 minutes for white clothes and coloured linen as per hospital policy suitable high-level disinfectant to be used and then sent to the laundry.
- All other articles such as IV stands and furniture should be cleaned with detergent and disinfected followed by high-level disinfectant.
- Walls should be cleaned with detergent and mopped with a high-level disinfectant.
- The bathrooms should be cleaned with detergent and water followed by disinfection with hypochlorite 1:50 dilution.

- **At discharge (terminal disinfection)**

- The pillows and mattress covers are to be cleaned with detergent, disinfected with a high-level disinfectant and sent to the laundry.
- Bed sheets, curtains, gowns and dusters must be removed, soaked in with a high-level disinfectant for one hour and then sent to laundry.
- After disinfection, wash the room, wall, window, doors, bathroom, sink and furniture with soap solution after doing thorough high dusting in that cubicle.
- Soak bed pan, urinal, kidney basin in with a high-level disinfectant for one hour, wash with detergent and dry it under sunlight.
- Bath basin, multi-bin, bucket, jugs, mugs are washed with soap solution and dried in sunlight.
- Rubber sheets are to be cleaned with detergent and water, dried, powdered and replaced.