

Module 4

Module 4 Work procedures for cleaning - specialised patient conditions

This Module sets out the cleaning of body fluid spills and specific cleaning requirements for rooms/areas with patients who have a known infectious disease or are receiving cytotoxic medication.

Health facilities should develop their own list of those infectious diseases and multi-resistant organisms that required terminal cleaning. It is the responsibility of each health facility to decide on the cleaning chemical/s to be used that is TGA registered and has known activity against the organism and is on NSW contract. In addition health facilities should decide if they want to perform a terminal clean with two separate chemicals or use the dual action chemical products or specialised equipment.

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4.1 Cleaning blood or other body substance spills

Purpose:

To safely and effectively clean blood and body substance spills.

Blood or other body substances include:

- Blood
- Urine
- Faeces
- Vomited matter.

Required standard:

- Contamination by blood or other body substance spills is reduced
- Blood and body substance spills are contained immediately or as practicable
- Blood and body substance spills are cleaned immediately or as practicable
- Small spills (up to 10 cm) are wiped up with absorbent material (e.g. paper towels) and cleaned immediately or as soon as practical
- Larger spills are first contained and confined with absorbent material, followed by removal of any broken glass or sharp material as required, and then cleaned as soon as practical
- The use of disinfectants in the cleaning of blood or other body substances is based on an assessment of risk of transmission of infectious agents from the spill, and should be done in consultation with an Infection Control Professional
- If the spill is in a ward area it is the responsibility of nursing staff to pick up the bulk of the spill, using paper towels and disposing of it into clinical waste bins. It is the responsibility of the cleaning staff to clean the spill area after the bulk of the spill has been removed.

Equipment requirements

- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Cleaning solution - neutral detergent (diluted to the manufacturer's specification)
- Disinfectant solution (if required)
- Bucket (as per colour coding requirements)
- Mop (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Hazard warning signs
- Carpet extractor and shampoo solution.

Risks:

Hazard(s):	Control(s):
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling techniques/ procedures and guidelines are followed
Infection	<ul style="list-style-type: none"> • Treat all blood and body spills as potentially infectious • Follow standard precautions • Wear personal protective equipment

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Key Safety Rules:

- Always first consult clinical or nursing staff before disconnecting any medical equipment
- Operate equipment in accordance with the manufacturer's instructions and facility requirements
Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Always ensure that electrical equipment is switched off whenever inserting or removing from a power point
- Electrical equipment must be tagged to indicate it has been tested and is safe
- Always ensure hand hygiene is performed after each clean and after removing gloves

Time:

Hard Floors - one person - 10 minutes per 100 square metres*

Soft Floors - hand held wand machine: one person - 30 minutes per 100 square metres*

Walk behind extraction machine: one person - 30 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure:

Hard floors

Step 1	Place hazard/warning signs around the area and minimise traffic around the spill area
Step 2	Refer to the supervisor to determine the pre mix solution required for the spill
Step 3	Wear personal protective equipment as appropriate for the procedure
Step 4	Take the equipment to the area to be cleaned and prepare the cleaning solution
Step 5	Use the appropriate equipment to remove broken glass / sharps to prevent injury
Step 6	Confine and contain the spill by covering the spill with paper towels or other disposable absorbent material to absorb the bulk of the blood or body substances; discard paper towels or other disposable absorbent material in the appropriate waste stream
Step 7	Gently pour the cleaning solution over the spill
Step 8	Using a wet mop that has been soaked in cleaning solution, clean the area and then wipe the area as dry as possible
Step 9	Leave the hazard/warning signs out until the area is dry
Step 10	Using a cloth soaked in cleaning solution, wipe any splashes on walls or furniture
Step 11	When finished, clean the equipment, perform hand hygiene and store clean equipment in the designated storage area
Step 12	Place the cloths in a leak proof bag and place in linen bag for laundering - at sites where disposable cloths are used, dispose of the cloths in clinical waste
Step 13	Remove personal protective equipment, and perform hand hygiene

Carpeted floors

Step 1	Place hazard/warning signs around the area and minimise traffic around the spill area
Step 2	Wear personal protective equipment appropriate for the procedure
Step 3	Take the equipment to the area to be cleaned
Step 4	Use the appropriate equipment to remove broken glass / sharps to prevent injury
Step 5	Confine and contain the spill by covering the spill with paper towels or other disposable absorbent material to absorb the bulk of the blood or body substances; discard paper towels or other disposable absorbent material in the appropriate waste stream

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Step 6	Gently pour the cleaning solution over the spill, starting at the outer edges and work towards the centre of the spill
Step 7	Using the carpet extractor and shampoo, clean the carpet
Step 8	Leave the hazard/warning signs out until the area is dry
Step 9	When finished, clean the equipment, perform hand hygiene and store clean equipment in the designated storage area
Step 10	Place the cloths in a leak proof bag and place in linen bag for laundering - if disposable cloths are used, dispose of the cloths in clinical waste
Step 11	Remove personal protective equipment, and perform hand hygiene.

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4.2 Daily or terminal cleaning of a room/area of a patient with a known infectious disease

Purpose:

To safely and effectively clean the room.

Isolation Rooms are:

- Designated by the N/MUM in conjunction with the ICP
- Doors to isolation rooms will have infection control signs indicating the precautions to be taken

Equipment Requirements:

- Trolley (if required)
- Neutral detergent (as per dilution rate)
- Disinfectant (as required - see Table 1)
- Dual purpose cleaner/disinfectant
- Mop head and handle - fringe / microfibre (as per colour coding guidelines)
- Roller or wringer bucket (as per colour coding guidelines)
- Squeeze bottles/plastic bucket (as per colour coding guidelines)
- Cloth/disposable cloth/microfibre cloth (as per colour coding guidelines)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Scourer
- High dust wand / mini mop
- Wet floor sign
- Paper products
- ABHR or liquid soap
- Waste bags
- Linen bags
- Terminal clean room sign off form

Risks:

Hazard(s):	Control(s):
Infection	<ul style="list-style-type: none"> • Always use a clean mop head and clean cloths for each room (colour coded reusable cloths may be used for this cleaning) • Read sign, clarify with nursing/midwifery staff if necessary • Perform HH, apply PPE • Request nursing/midwifery staff assistance for removal of clutter • Use clean mop and enough disposable cloths to clean each Isolation room and disinfect isolation bathroom • Remove PPE and perform HH

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Body Stress Injury	<ul style="list-style-type: none"> Ensure correct manual handling techniques and guidelines are followed
Key Safety Rules: <ul style="list-style-type: none"> Operate equipment in accordance with the manufacturer's instructions and facility requirements Install appropriate signage and barriers to maximise public safety during the cleaning operation Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required Use correct manual handling techniques for the task required Always ensure hand hygiene is performed after each clean and after removing gloves. 	

Time:

Daily clean - one person - one person - 7 minutes*

Transfer clean - bed only - one person - 7 minutes*

Transfer clean - bed and surrounds - one person - 20 minutes*

Transfer clean - bed, surrounds and ensuite - one person - + 45 minutes*

2 step transfer clean - bed, surrounds and ensuite - one person - 60 minutes* (does not apply when using a combined detergent/disinfectant solution)

**Timings are approximate and are to only be used as a guide.*

Procedures:

Daily clean procedure:

Step 1	Prior to commencing clean, check with nursing/midwifery staff to see if any rooms will require a terminal clean that day and prioritise cleaning of rooms accordingly
Step 2	Check the door sign to determine the level of precaution required - if the sign is not present consult with the nurse/midwife or team leader
Step 3	Perform hand hygiene
Step 4	Wear personal protective equipment appropriate to the procedure before commencing clean
Step 5	Fix a detachable mop head to the mop handle and a mini mop head to the handle
Step 6	Place a wet floor sign outside room before commencing cleaning and take care not to create a trip hazard; then take the trolley to the room entry and work from there, ensuring that any item used is thoroughly cleaned before it leaves the room
Step 7	Damp dust all surfaces, furniture and fittings in the room with neutral detergent solution - clean from top to bottom and from the farthest point from the door (towards the door)
Step 8	Wipe over the side rails, bed head and foot with a disposable cloth, dispose of when visibly soiled; and damp dust the undercarriage with a mini mop
Step 9	If present, clean the hand basin - use a bathroom cleaner to clean the inside of the basin; use the dish brush to clean around taps and plug hole; use the cloth to clean the outside of the basin and any exposed pipes. If yellow reusable cloth is used for this cleaning, use a new cloth for each room.
Step 10	Spot clean the mirror with plain water and paper towel
Step 11	Wipe the waste receptacle inside and out on discharge or if visibly soiled, and reline with a new bag
Step 12	In the ensuite wet all surfaces in the shower recess with minimal amount of water; apply bathroom cleaner to wall and floor surfaces; scrub surfaces with the doodle bug and pad; rinse using minimum amount of water from shower hose
Step 13	Wipe over the shower curtain rail (if present); clean all surfaces of the chair or seat; and leave all surfaces as dry as possible

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Step 14	Apply a small amount of bathroom cleaner to the inside of the toilet bowl; use the toilet brush to scour the inside of the bowl ensuring you reach up under the rim.
Step 15	Use a cloth to clean the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; dispose of cloth. If yellow reusable cloth is used for this cleaning, use a new cloth for each room.
Step 16	Using the mop and bucket, mop the floor of the ensuite
Step 17	Use the detergent solution to clean the splash back with a clean disposable or yellow reusable cloth
Step 18	Remove the mop head and the mini mop head from the handles and place into small plastic bags and tie off; and place outside the room with the bag of soiled linen
Step 19	Discard the utility pad/doodle bug and disposable cloths into waste bag
Step 20	Clean all equipment that has been used with a neutral solution before it leaves the room; and return cleaned equipment to the trolley
Step 21	Remove personal protective equipment, dispose into the waste bag and tie off bag; and perform hand hygiene before leaving the room
Step 22	Glove and remove the bag of soiled linen to the linen disposal area as per local policy; take the general waste bag to the disposal area
Step 23	Remove and dispose of gloves in general waste, and perform hand hygiene
Step 24	Ensure wet floor sign remains until the floor is dry
Step 25	When the procedure is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate
Step 26	Remove waste and linen bags
Step 27	Perform hand hygiene
Step 28	Complete Documentation

Terminal clean procedure:

Step 1	Check the door sign to determine level of precaution required - if the sign is not present consult with the nurse or team leader
Step 2	Check that the bed has been stripped and that all medical equipment has been removed
Step 3	Wear personal protective equipment appropriate to the procedure before commencing clean
Step 3	Fix a detachable mop head to the mop handle and a mini mop head to the handle
Step 4	Place a wet floor sign outside the room before commencing cleaning and take care not to create a trip hazard
Step 5	Take the trolley to the room entry and work from there, ensuring that any item used is thoroughly cleaned before it leaves the room
Step 6	Remove shower curtains and bed screens and place in a bag for laundering
Step 8	Remove gloves then perform hand hygiene then put on new gloves
Step 9	Commencing at the farthest point from the door and from top to bottom, damp dust all surfaces, furniture and fittings
Step 10	Use the detergent solution to wipe over the side rails, bed head, both sides of the mattress, bed frame down to the wheels with a disposable cloth; dispose of cloth when required
Step 11	Damp dust the underneath the bed with a mini mop
Step 12	Clean non-clinical medical equipment e.g. walkers, frames, linen skip
Step 13	Clean the inside of the hand basin (if present) with bathroom cleaner; use the dish brush to clean around taps and plug hole; and use the disposable or yellow reusable cloth to clean the outside of the basin and any exposed pipes.
Step 14	Spot clean the mirror with plain water and paper towel
Step 15	Wipe the waste receptacle inside and out on discharge or if visibly soiled, and reline with a new bag

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Step 16	In the ensuite use minimal amount of water wet all surfaces in the shower recess; apply bathroom cleaner to wall and floor surfaces; scrub surfaces with the doodle bug and pad; and rinse using minimum amount of water from shower hose
Step 17	Wipe over the shower curtain rail (if present); clean all surfaces of the chair or seat; and leave all surfaces as dry as possible
Step 18	Apply a small amount of toilet cleaner to the inside of the toilet bowl; using the toilet brush scour the inside of the bowl ensuring you reach up under the rim; then dispose of the toilet brush into the general waste
Step 19	Use a disposable or yellow cloth to clean the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; and dispose of cloth. If yellow reusable cloth is used for this cleaning, use a new cloth for each room.
Step 20	Use the detergent solution to clean the splash back with a clean disposable cloth
Step 21	Remove the mop head and the mini mop head from the handles and place into small plastic bags and tie off; and place outside the room with the bag of soiled linen
Step 22	Discard the utility pad/doodle bug and disposable cloths into the waste bag
Step 23	Clean all equipment that has been used with a neutral solution before it leaves the room; and return cleaned equipment to the trolley
Step 24	Remove personal protective equipment, dispose into the waste bag and tie off the bag, and perform hand hygiene before leaving the room
Step 25	Clean and make the bed as per procedure 2.3.3 Transfer cleaning and making a bed (Module 3) or as per local policy
Step 26	Replace the toilet brush, shower screen and bed screen as per the local policy
Step 27	Glove and remove the bag of soiled linen to the linen disposal area as per the local policy; take the general waste bag to the disposal area
Step 28	Remove and dispose of gloves in general waste, and perform hand hygiene
Step 29	Ensure the wet floor sign remains until floor is dry
Step 30	When the procedure is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate
Step 31	Remove waste and linen bags
Step 32	Perform hand hygiene
Step 33	Complete Documentation as per the local policy, and notify nursing/midwifery staff that room is ready to be inspected, and form signed by Nurse In Charge, nominated person in charge or Environmental Operations Supervisor/ Manager

2-Step clean using sodium hypochlorite solution:

Step 1	Prepare sodium hypochlorite solution as per the manufacturer's instructions
Step 2	Use a disposable or yellow reusable cloth to wipe over all surfaces using the sodium hypochlorite solution from the mop bucket; dispose of the cloth as required - if yellow reusable cloth is used for this cleaning, use a new cloth for each room.
Step 3	Allow all non-metal surfaces to air dry - there is no contact time specified when using a disinfectant
Step 4	Mop all floor surfaces with the sodium hypochlorite solution, and then continue from Step 23 of the terminal clean procedure above.

2-Step clean using a TGA approved disinfectant:

Step 1	Prepare chemical solution as per the manufacturer's instructions
Step 2	Use a disposable cloth to wipe over all surfaces using a TGA registered disinfectant as per the manufacturer's instructions; dispose of cloth as required
Step 3	Allow surfaces to air dry
Step 4	Mop all floor surfaces with a neutral detergent solution, and then continue from Step 23 of the terminal clean procedure above.

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Table 1- Cleaning products for patients with specific organisms

Organism	Precautions	Chemical	Action	Comments
<i>Clostridium difficile</i>	Contact	<p>Step 1 - Neutral detergent</p> <p>Step 2- Chlorine-based disinfectant (1 in 1000 hypochlorite solution in cold water)</p> <p>or</p> <p>TGA approved disinfectant with label claim against <i>C difficile</i></p>	<p>When cleaning room, toilet and bathroom areas special attention should be given to cleaning all potentially contaminated areas</p> <p>If carpet present steam clean.</p>	<p>Wear personal protective equipment when using undiluted or diluted hypochlorite</p> <p>Note that preparing sodium hypochlorite granules may produce fumes</p> <p>Use colour coded equipment</p> <p>Make a fresh solution before each application</p> <p>Make sure the area where you are cleaning is well-ventilated</p>

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Organism	Precautions	Chemical	Action	Comments
Gastroenteritis, Acute Viral (Norovirus, Rotavirus)	Contact/ droplet	Step 1 - Neutral detergent Step 2- Chlorine-based disinfectant (1 in 1000 hypochlorite solution in cold water) or TGA approved disinfectant with viracidal claim	When cleaning toilet and bathroom areas special attention should be given to cleaning all potentially contaminated areas Once an outbreak has been identified the cleaning of the affected area should be increased as per local policy or as recommended by Infection Control staff Discharge cleaning needs to be thorough, taking into consideration the cleaning of bed screens (curtains); carpets should be steam cleaned; and cleaning of all patient care equipment and furniture including soft furnishings	Wear personal protective equipment Use colour coded equipment Bathrooms used by staff and the community should be cleaned more frequently during outbreaks. Cleaning staff should report signs of bathroom contamination e.g. vomit, faecal matter An after hours cleaning process should be available

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<p>Influenza (Seasonal/ Pandemic influenza)</p>	<p>Contact/ droplet</p>	<p>Step 1 - Neutral detergent</p> <p>Step 2- Chlorine-based disinfectant (1 in 1000 hypochlorite solution in cold water) or</p> <p>TGA approved disinfectant with viracidal claim against influenza</p>	<p>Areas should be cleaned daily, with special attention paid to surfaces that are frequently touched by patients and staff, including horizontal surfaces. (Infection Control staff should be consulted)</p>	<p>Wear personal protective equipment Use colour coded equipment</p>
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Multiple Resistant Organisms (MROs)

Organism	Precautions	Chemical	Action	Comments
Meropenem-resistant <i>Acinetobacter baumannii</i> (MRAB)	Contact	Step 1 - Neutral detergent	Surfaces should be cleaned with a neutral detergent and then wiped over with a disinfectant as per local policy or as directed by Infection Control staff	Wear personal protective equipment Use colour coded equipment
Methicillin-resistant <i>Staphylococcus aureus</i> (MRSA)		Step 2- TGA registered disinfectant with a dirty conditions claim		
Vancomycin resistant <i>Enterococci</i> (VRE)				
Extended Spectrum Beta Lactamase Producing organisms (ESBL)				

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4.3 Cytotoxic cleaning

4.3.1 Cleaning a treatment room - Cytotoxic treatment

Purpose:

To safely and effectively clean the room.

Cytotoxic treatment rooms are:

- Areas where cytotoxic medications are prepared and disposed
- Areas where cytotoxic medications are administered.

Required standard:

- The room is free from odour and any distasteful and unpleasant smells
- Glass surfaces are clear of all streaks, spots including fingerprints and smudges
- Internal and external doors and doorframes are free from dust, lint, fingerprints and cobwebs
- Floor is free from dirty stains, lint, and debris, scuffs marks and dust
- Furniture is free from spots, dust and stains
- Furniture legs, wheels and castors are free from mop strings, soil, dust and cobwebs
- Equipment is free from sticky tape build up
- The area appears tidy and uncluttered; floor space is clear and only occupied by furniture and fittings designed to sit on the floor.

Equipment requirements:

- Trolley (if required)
- Dust control mop (electro static mop)
- Dust pan and brush
- Telescopic handle duster
- Neutral detergent (as per dilution rate)
- Cloth/disposable cloth/microfibre cloth (as per colour coding guidelines)
- Mop head and handle - fringe / microfibre (as per colour coding guidelines)
- Roller or wringer bucket (as per colour coding guidelines)
- Plastic bucket (as per colour coding guidelines)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Scourer
- High dust wand / mini mop
- Wet floor sign
- Paper products
- Hand soap
- Waste bags
- Linen bags.

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Risks:

Hazard(s):	Control(s):
Exposure to cytotoxic drugs via <ul style="list-style-type: none"> Contaminated surfaces Contact with body substances. Note - all body substances may be contaminated with the unchanged drug or with active drug metabolites 	<ul style="list-style-type: none"> Use personal protective equipment Correct handling of soiled linen and waste Suitable washable nitriles and fittings
Operational injury	<ul style="list-style-type: none"> Do not stand on chairs - use ladder Always wear appropriate personal protective equipment Beware of chemical splashes
Manual handling <ul style="list-style-type: none"> Work posture and position Reaching overhead for prolonged periods Moving equipment e.g. ladders, vacuum backpacks 	<ul style="list-style-type: none"> Ensure correct manual handling techniques and guidelines are followed Use appropriate body posture e.g. avoid bending and twisting Rotate tasks Use trolleys to transport equipment and do not overload Obtain assistance where required Only half fill buckets
Slips, trips and falls	<ul style="list-style-type: none"> Always place wet floor signs in a prominent position - avoid causing a trip hazard Wear appropriate footwear e.g. gumboots if required Mop-up excess water
Key Safety Rules: <ul style="list-style-type: none"> Operate equipment in accordance with the manufacturer's instructions and facility requirements Install appropriate signage and barriers to maximise public safety during the cleaning operation Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required Always ensure hand hygiene is performed after each clean and after removing gloves Use of correct manual handling techniques for the task required 	

Time:

One person - 10 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

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Procedure:

Refer to

Cytotoxic Drugs and Related Waste - Safe Handling in the NSW Public Health System PD2008_059 - http://www.health.nsw.gov.au/policies/pd/2008/PD2008_059.html

Step 1	Wear personal protective equipment appropriate for the procedure (Refer to Table 2)
Step 2	Select and set up cleaning equipment and solution for the task
Step 3	Secure the area using the appropriate safety signs
Step 4	Do all high dusting using a telescopic handled duster e.g. walls, high ledges, televisions, air vents and air conditioner ducts on patient discharge
Step 5	Damp dust all hard surfaces e.g. overhead lights, window sills, wall fitting e.g. cupboards, doorframes and furniture etc
Step 6	Wipe telephone, call buttons, TV control, door handles and any other surface that the patient may come in contact with
Step 7	Totally clean the patient bed /cot; ensure that all dirty stains, dust and sticky tape build up is completely removed; when cleaning of bed is completed remake bed or cot
Step 8	Wipe internal and reachable external glass and mirrors so that these are free from dust and dirty streaks
Step 9	Spot clean walls and doors to ensure these are free from fingerprints, dust, sticky tape build up and other stains
Step 10	Clean hand basins, taps and surrounding tiles in the patient room and en-suite
Step 11	Damp wipe the handtowel and soap dispenser, and replenish as required
Step 12	Damp wipe linen skips and replace with a clean linen bag
Step 13	Remove the waste bag from the waste bin/trolley, damp wipe the bin/trolley and replace the liner (Refer to Table 2)
Step 14	Sweep the floor with electrostatic mop and pick up rubbish with a dust pan and brush
Step 15	Damp mop entire floor using smooth strokes and overlapping what already was mopped
Step 16	Leave the area barricaded with safety signs until floor is completely dry
Step 17	When the procedure is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate
Step 18	Perform hand hygiene

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Table 2 - Precautions for staff cleaning rooms/areas of patients receiving cytotoxic medications

Employers have a duty to provide information, instruction and training to employees who handle cytotoxic medications and related waste. Employers should ensure that only employees who have received appropriate training, and have attained the required level of proficiency, handle cytotoxic drugs and related waste.

Requirements	Precautions
Hand hygiene	Yes, avoid skin contact with the patient's body substances
Personal protective equipment	Refer to <i>Cytotoxic Drugs and Related Waste - Safe handling in the NSW Public Health System</i> PD2008_059 - http://www.health.nsw.gov.au/policies/pd/2008/PD2008_059.html
Room cleaning	Standard cleaning protocol
Waste Management	<p>Disposable personal protective equipment should be disposed of as cytotoxic waste.</p> <p>All cytotoxic waste should be placed into compliant bags or containers that are appropriately identified. AS/NZS 3816:1998 <i>Management of clinical and related wastes</i> specifies the following colours and symbol coding for cytotoxic waste:</p> <ul style="list-style-type: none"> Containers and bags should be purple/lilac The container should have a white label with the symbol of a cell in late telophase and the correct labelling words are 'CYTOTOXIC WASTE'. Storage areas should also be appropriately signed to identify cytotoxic waste from general or infectious waste, particularly if different waste management contractors are used. <p>Cytotoxic waste should be packaged, labelled, documented, handled and transported in accordance with the <i>Australian code for the transport of dangerous goods by road and rail</i> (ADG code).</p>
Cytotoxic Spills	<p>Spills may occur in all areas where cytotoxic medications and related waste are handled, stored, transported and disposed.</p> <p>Spills of cytotoxic medications and related waste should be dealt with immediately as they present a high risk of exposure.</p> <p>People in the immediate vicinity of a cytotoxic spill should be alerted immediately that a spill has occurred and be advised to stay clear.</p> <p>Guidelines from the treating clinic should be followed.</p> <p>Contaminated waste identification is essential to minimise the risk of exposure to cytotoxic materials and to ensure the safe and correct disposal of cytotoxic waste.</p>

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4.4 Terminal Cleaning Sign-off form

Purpose:

To provide a template for facilities to record that a terminal clean was undertaken sufficiently.

SIGN-OFF FOR TERMINAL ROOM CLEAN

Ward Name & Bed Number _____

Name of Cleaner _____

Date & Time of Clean ____/____/____

TASK TO BE COMPLETED	TICK WHEN COMPLETED
Step 1 Check the door sign to determine level of precaution required – if the sign is not present consult with the nurse or team leader	
Step 2 Check that the bed has been stripped and that all medical equipment has been removed	
Step 3 Wear personal protective equipment appropriate to the procedure before commencing clean	
Step 3 Fix a detachable mop head to the mop handle and a mini mop head to the handle	
Step 4 Place a wet floor sign outside the room before commencing cleaning and take care not to create a trip hazard	
Step 5 Take the trolley to the room entry and work from there, ensuring that any item used is thoroughly cleaned before it leaves the room	
Step 6 Remove shower curtains and bed screens and place in a bag for laundering	
Step 9 Commencing at the farthest point from the door and from top to bottom, damp dust all surfaces, furniture and fittings	
Step 10 Use the detergent solution to wipe over the side rails, bed head, both sides of the mattress, bed frame down to the wheels with a disposable cloth; dispose of cloth when required	
Step 11 Damp dust the underside of the bed with a mini mop	
Step 12 Clean non-clinical medical equipment e.g. walkers, frames, linen skip	
Step 13 Clean the inside of the hand basin (if present) with bathroom cleaner; use the dish brush to clean around taps and plug hole; and use the disposable or yellow reusable cloth to clean the outside of the basin, taps and any pipes.	
Step 14 Spot clean the mirror with plain water and paper towel	
Step 15 Wipe the waste receptacle inside and out on discharge or if visibly soiled, and reline with a new bag	
Step 16 In the ensuite use minimal amount of water wet all surfaces in the shower recess; apply bathroom cleaner to wall and floor surfaces; scrub surfaces with the doodle bug and pad; and rinse using minimum amount of water from shower hose	
Step 17 Wipe over the shower curtain rail (if present); clean all surfaces of the chair or seat; and leave all surfaces as dry as possible	
Step 18 Apply a small amount of toilet cleaner to the inside of the toilet bowl; using the toilet brush scour the inside of the bowl ensuring you reach up under the rim; then dispose of the toilet brush into the general waste	
Step 19 Use a disposable or yellow cloth to clean the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; and dispose of cloth. If yellow reusable cloth is used for this cleaning, use a new cloth for each room.	
Step 20 Use the detergent solution to clean the splash back with a clean disposable cloth	

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Step 21 Remove the mop head and the mini mop head from the handles and place into small plastic bags and tie off; and place outside the room with the bag of soiled linen	
Step 22 Discard the utility pad/doodle bug and disposable cloths into the waste bag	

2-Step clean using approved disinfectant: (if required)

Step 23 The use of the disinfectant has Infection Control approval	
Step 24 Prepare disinfectant solution as per the manufacturer's instructions	
Step 25 Use a disposable or yellow reusable cloth to wipe over all surfaces, patient locker, light switchers door handles and wash the bed down, including the wheels, under the frame and both sides of the mattress using the disinfectant solution from the mop bucket; dispose of the cloth as required - if yellow reusable cloth is used for this cleaning, use a new cloth for each room.	
Step 26 Use a disposable or yellow cloth to clean the bathroom sink, tap handles, light switch, towel rail then move on to wipe the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; and dispose of cloth. If yellow reusable cloth is used for this cleaning	
Step 27 Allow all non-metal surfaces to air dry - there is no contact time specified when using a disinfectant	
Step 28 Mop all floor surfaces including the bathroom with the disinfectant solution.	

Step 29 Remove personal protective equipment, dispose into the waste bag and tie off the bag, and perform hand hygiene before leaving the room	
Step 30 Clean and make the bed as per procedure 2.3.3 Transfer cleaning and making a bed (Module 3) or as per local policy	
Step 31 Replace the toilet brush, shower screen and bed screen as per the local policy	
Step 32 Glove and remove the bag of soiled linen to the linen disposal area as per the local policy; take the general waste bag to the disposal area	
Step 33 Remove and dispose of gloves in general waste, and perform hand hygiene	
Step 34 Ensure the wet floor sign remains until floor is dry	
Step 35 When the procedure is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate	
Step 36 Remove waste and linen bags	
Step 37 Perform hand hygiene	
Step 38 Complete Documentation as per the local policy, and notify nursing/midwifery staff that room is ready to be inspected, and form signed by Nurse In Charge, nominated person in charge of Environmental Operations Supervisor/Manager	

Signature of Cleaner _____

Inspector

This room has been terminally cleaned and can be released for use: YES NO

Name of Inspector _____

Designation of Inspector _____

Signature of Inspector _____

Date _____