

VA259-18-AP-3844

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Table 3:

Cleaning Frequency Chart

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Rocky Mountain Regional VA Medical Center (All Facilities)	PWS Paragraph Reference	Daily		Weekly		Bi-Monthly		Semi-Annually		Stained - Soiled	
		(7 Days A Week)		(Once A Week)		(Twice A Month)		(Twice A Year)		1st Shift	2nd Shift
Cleaning Space and ID		1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift
Specific to the Fishers House and Domiciliary:											
Floor is to be kept free of all dust, dirt, and food debris.	4.1.2	X	X								
Floor is to be free of scuff marks and dirt tracks.	4.1.2	X	X								
Floor is to be swiffer mopped with a VA approved germicidal cleaning product.	4.1.2	X	X								
Floor care will take place when patient, visitor and staff traffic are low.	4.1.2	X	X								
Stairwells - 2001											
Stairwells are to be kept free of all dust, dirt, and debris.	4.1.2	X	X								
Stairwell floor is to be free of scuff marks and dirt tracks.	4.1.2	X	X								
Door knobs, Handrails PIV touchplates, and any other horizontal surfaces are to be wiped down with a VA approved germicidal cleaning products.	4.1.6	X	X							X	X
Exit signs and door jams are to be dust free.	4.1.13	X	X								
Hi dust all facility piping in the stairwell area.	4.1.13					X	X				
Elevators - 3001											
Elevators are to be kept free of all dust, dirt, and debris.	4.1.4	X	X							X	X
Elevator floor is to be kept free of scuff marks and dirt tracks.	4.1.2	X	X							X	X
Careful attention must be paid to high touch areas both inside and outside of the Elevator as this is an Infection Control Issue . Great care must be exercised to wipe all stainless steel surfaces, control panels, PIV touchplates, and handrails with a VA approved germicidal cleaning product.	4.1.6	X	X							X	X
Floor outside of the Elevator well is to be free of all dust dirt, and debris.	4.1.2	X	X							X	X
Elevator Door jams and all other horizontal surfaces are to be dusted.	4.1.13	X	X							X	X
Glass surfaces are to be cleaned with a VA approved window cleaning product. Glass surfaces to be free of, dirt, debris and smudge marks.	4.1.7	X	X							X	X
Restrooms - 3001, 4000s, 5001											
Empty all waste containers, clean and disinfect trash receptacles; inside and out	4.1.5	X	X							X	X
All restroom floors shall be swept and swiffer mopped with a VA approved germicidal cleaning product.	4.2.3	X	X							X	X
Replace Trash Liners.	4.1.5	X	X							X	X
Sanitation cleaning with VA approved germicidal cleaning product of lavatories, sinks, toilet seats, bowls and urinals (inside and out), urinal splash tiles, mirrors, dispensers and trash cans.	4.2.1	X	X							X	X
Clean and sanitize with VA approved germicidal cleaning product all fixtures (lights, light switches, ledges, pipes, faucets, and handles; all doors, including hinges, knobs, and kick plates.	4.2.1	X	X							X	X
Restock all paper products and soap dispensers	4.2.4	X	X							X	X
Spot clean all doors, door frames, and areas around light switches.	4.2.1	X	X							X	X
Thoroughly clean all glass.	4.1.7	X	X							X	X
Damp wipe light fixtures, handrails, and door frames.	4.2.1			X	X					X	X
All medical waste receptacles to be damp wiped.	4.2.1			X	X					X	X
All restroom partitions are to be damp wiped free of debris and smudges.	4.2.1			X	X					X	X
All window ledges and blinds shall be dusted and then damp wiped clean.	4.1.10			X	X					X	X
Air vents and diffusers are to be vacuumed/dusted.	4.1.10			X	X					X	X

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Cleaning Space and ID		1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift
Dust and then damp wipe clean window sills and window jams.	4.2.1					X	X			X	X
All overhead light fixtures are damp wiped clean.	4.2.1					X	X			X	X
Walls and cove bases are damp wiped clean.	4.2.1					X	X			X	X
Restroom walls are damp wiped clean.	4.2.1					X	X			X	X
Foyers - 6001											
The foyer areas are the first places seen by patients, visitor, staff, and dignitaries. Foyers are high traffic areas in need of constant attention. Foyers will be checked all throughout the both shifts.	4.1.4	X	X							X	X
Foyers are to be free off all dust, dirt and, debris. Any items left by patients, visitors, or staff are to be taken to the Cleaning Shift supervisor and then handed over to the VA Police. Keeping of any items will be considered theft. Any crimes committed on VA property will be prosecuted to the fullest extent of the law.	4.1.4	X	X							X	X
Wet Swiffer Mop entire Foyer on 2nd shift when patient, visitor, and staff traffic are low.	4.1.2		X								
SC400s and T1s are the only machines to be used in Foyer areas as the potential for damage to windows, window sills, and sliding door jams is high. Absolutely no riding cleaning machines in the foyer areas.	4.1.2		X								
Dust Mop using 36" and 48" dust mops. Mop entire concourse Foyer. Floor should be free of all scuff marks and dirt tracks.	4.1.2	X	X							X	X
Dust all Hi and Low Vents.	4.1.3	X	X								
Dust all Horizontal surfaces.	4.1.3	X	X								
Clean all Stainless Steel Kick Plates and trim using VA approved germicidal cleaning products. Utilizing knee pads, kneeling boards, and protective gear where appropriate.	4.1.12	X	X								
Disinfect all door knobs, handles, PIV Touchplates, Furniture, and all other hard surfaces with VA approved germicidal cleaning products.	4.1.6	X	X							X	X
Grates in front of Foyer Sliding Doors are to be vacuumed with the large Stadium Vacuum Cleaner.	4.1.11	X	X							X	X
Common Areas - 7001											
Common areas including Waiting Rooms, Lobbies, and Reception Areas are to be free off all dust, dirt and, debris. Any items left by patients, visitors, or staff are to be taken to the Cleaning Shift supervisor and then handed over to the VA Police. Keeping of any items will be considered theft. Any crimes committed on VA property will be prosecuted to the fullest extent of the law.	4.1.4	X	X							X	X
Empty all waste containers, clean and disinfect trash receptacles; inside and out	4.1.5	X	X								
Replace Trash Liners.	4.1.5	X	X								
Dust desks, file cabinets, furniture and counters.	4.1.13	X	X								
Dust and damp wipe using VA approved germicidal cleaning products all chairs, sofas, and foot rests.	4.1.13	X	X								
Clean all glass surfaces until smudge free with a VA approved Glass Cleaner.	4.1.7	X	X								
Clean, disinfect, and polish stainless steel surfaces, including water fountains, door frames, thresholds, and kick plates.	4.1.12	X	X								
Clean and disinfect with a VA approved germicidal cleaning product all fixtures; lights, light switches, ledges, pipes, faucets and handles.	4.1.6	X	X								

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Cleaning Space and ID		1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift
Spot clean all magazine racks, walls, doors, door frames and areas around light switches.	4.1.12	X	X								
Floors shall be dust mopped and wet mopped with Va approved germicidal products taking care to pull and mop behind all furniture when possible.	4.1.2	X	X								
Damp wipe light fixtures, handrails, and door frames.	4.1.12	X	X								
Office Suites - 8001											
Office suites are to be free off all dust, dirt and, debris. Personal items of VA Staff are not to be touched. This includes all items on staff desktops and inside the office area. Keeping/taking of any items will be considered theft and grounds for immediate dismissal. Any crimes committed on VA property will be prosecuted to the fullest extent of the law.	4.1.4	X	X								
Empty all waste containers, clean and disinfect trash receptacles; inside and out	4.1.5		X								
Replace Trash Liners.	4.1.5		X								
Dust desks, file cabinets, furniture and counters.	4.1.13		X								
Windows and window sills are to be spotless and smudge free. Staff personal items left on windows sills however are not to be touched.	4.1.7		X								
Dust and damp wipe using VA approved germicidal cleaning products all chairs, sofas, and foot rests.	4.1.3		X								
Clean all glass surfaces until smudge free with a VA approved Glass Cleaner.	4.1.7		X								
Office suite floors are carpeted and to be vacuumed on 2nd shift.	4.1.8		X								X
Carpets will be cleaned with a carpet cleaning extractor when stains or soiling is discovered.	4.1.9		X							X	X
Cube Farms - 9001											
Cube Farms are to be free off all dust, dirt and, debris. Personal items of VA Staff are not to be touched. This includes all items on staff desktops and inside the office area. Keeping/taking of any items will be considered theft and grounds for immediate dismissal. Any crimes committed on VA property will be prosecuted to the fullest extent of the law.	4.1.4	X	X								
Empty all waste containers, clean and disinfect trash receptacles; inside and out	4.1.5		X								
Replace Trash Liners.	4.1.5		X								
Dust desks, file cabinets, furniture and counters.	4.1.13		X								
Dust and damp wipe using VA approved germicidal cleaning products all chairs, sofas, and foot rests.	4.1.13		X								
Clean all glass surfaces until smudge free with a VA approved Glass Cleaner.	4.1.7		X								
Cube Farm floors are carpeted and to be vacuumed on 2nd shift.	4.1.8		X								X
Carpets will be cleaned with a carpet cleaning extractor when stains or soiling is discovered.	4.1.9		X							X	X
Conference Rooms - 10000											
Conference Rooms are to be free off all dust, dirt and, debris. Personal items of VA Staff are not to be touched. This includes all items on staff desktops and inside the office area. Keeping/taking of any items will be considered theft and grounds for immediate dismissal. Any crimes committed on VA property will be prosecuted to the fullest extent of the law.	4.1.4	X	X								

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Cleaning Space and ID		1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift
Empty all waste containers, clean and disinfect trash receptacles; inside and out	4.1.5		X								
Replace Trash Liners.	4.1.5		X								
Dust desks, file cabinets, furniture, conference tables, and counters.	4.1.13		X								
Dust and damp wipe using VA approved germicidal cleaning products all conference tables, chairs, sofas, and foot rests.	4.1.13		X								
Clean all glass surfaces until smudge free with a VA approved Glass Cleaner.	4.1.7		X								
Cube Farm floors are carpeted and to be vacuumed on 2nd shift.	4.1.8		X								X
Carpets will be cleaned with a carpet cleaning extractor when stains or soiling is discovered.	4.1.9		X							X	X
Resident Rooms - 11000											
Resident Rooms are to be free off all dust, dirt and, debris. Personal items of VA Staff are not to be touched. This includes all items on staff desktops and inside the office area. Keeping/taking of any items will be considered theft and grounds for immediate dismissal. Any crimes committed on VA property will be prosecuted to the fullest extent of the law.	4.1.4	X	X								
Empty all waste containers, clean and disinfect trash receptacles; inside and out	4.1.5	X	X								
Replace Trash Liners.	4.1.5	X	X								
Dust desks, file cabinets, furniture and counters.	4.1.13	X	X								
Dust and damp wipe using VA approved germicidal cleaning products all chairs, sofas, and foot rests.	4.1.13	X	X								
Clean all glass surfaces until smudge free with a VA approved Glass Cleaner.	4.1.7	X	X								
Clean, disinfect, and polish stainless steel surfaces, including water fountains, door frames, thresholds, and kick plates.	4.1.12	X	X								
Clean and disinfect with a VA approved germicidal cleaning product all fixtures; lights, light switches, ledges, pipes, faucets and handles.	4.1.6	X	X								
Spot clean all magazine racks, walls, doors, door frames and areas around light switches.	4.1.12	X	X								
Floors shall be dust mopped and wet mopped with Va approved germicidal products taking care to pull and mop behind all furniture when possible.	4.1.2	X	X								
Damp wipe light fixtures, handrails, and door frames.	4.1.12	X	X								
Laundry Area - 12000 (Fisher)											
Resident Rooms are to be free off all dust, dirt and, debris. Personal items of VA Staff are not to be touched. This includes all items on staff desktops and inside the office area. Keeping/taking of any items will be considered theft and grounds for immediate dismissal. Any crimes committed on VA property will be prosecuted to the fullest extent of the law.	4.1.3	X	X								
Clean and disinfect Laundry Washer and Dryer.	4.1.3	X	X								
Sweep and mop Laundry room floor.	4.1.2	X	X								
All Concourse Windows - 15000											
All concourse windows are to be free of dust, dirt, debris, smudges, and handprints.	4.1.7	X	X							X	X
Windows will be cleaned with the VA approved glass cleaner.	4.1.7	X	X							X	X
Windows in the Main Concourse Walkway will be cleaned up to the 8 foot window divider with the VA approved glass cleaner.	4.1.7	X	X							X	X

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Cleaning Space and ID		1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift	1st Shift	2nd Shift
Windows on the Second and Third floor Walkways will be cleaned top to bottom with the VA approved window cleaner.	4.1.7	X	X							X	X
Veterans Canteen Service Cleaning				See Table 6							
Nutrition And Food Service Cleaning				See Table 7							