Part of
The Revised Healthcare Cleaning Manual
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Welcome to the Revised Healthcare Cleaning Manual

The Revised Healthcare Cleaning Manual has been designed to help every NHS Trust meet its obligation to aid the delivery of high-quality, effective and safe healthcare in clean premises that support the control of healthcare associated infections and make a positive contribution to healthcare outcomes.

The Revised Healthcare Cleaning Manual is intended as a resource for the Trust Board member or senior manager with responsibility for cleanliness and for all managers and staff with responsibilities for cleaning. The Manual is applicable to all healthcare settings including hospitals, ambulances and primary care.

The aim of the Manual is to provide guidance on cleaning techniques and best practice advice on defining responsibilities, scheduling work, measuring outcomes, reporting and driving improvements.

It is anticipated that healthcare providers will respond to the publication of this Manual by reviewing existing policies and practice relating to cleanliness.

This Manual is available for download from http://www.npsa.nhs.uk/cleaning
Foreword

The cleanliness of healthcare premises is an important component in the provision of clean safe care. The NHS Constitution clearly sets out that patients have a right to be treated in an organisation that meets the required levels of safety and quality. The NHS has further pledged that services will be provided in a clean and safe environment that is fit for purpose and based on national best practice. Whilst there have been significant improvements in the cleanliness of our healthcare premises, there is still room for improvement.

The Care Quality Commission will continue the inspection programme to ensure that healthcare providers are meeting the requirements of regulation with respect to healthcare associated infections. In order to meet these requirements, healthcare providers will be expected to provide and maintain a clean and appropriate environment that facilitates the prevention and control of healthcare associated infection. Following the guidance in this manual may be of assistance in providing assurance that a healthcare provider meets these requirements.

This guidance should be used as a starting point from which practitioners and managers can develop their own local environmental cleanliness policies. When read in conjunction with the National Specifications for Cleanliness, this guidance can help healthcare providers identify standards of cleanliness and what systems and processes they need to put in place to deliver and monitor those standards.

The National Patient Safety Agency commissioned the Association of Healthcare Cleaning Professionals to lead the review of this Manual and revise the guidance to reflect the modern NHS. We have worked with a variety of stakeholders with expertise in cleaning, infection control, nursing and emergency care. We are grateful to all those involved in the revision of this guidance for providing their expertise, time and commitment to this work.

Martin Fletcher
Chief Executive
National Patient Safety Agency
7.1.8 Specialised cleaning tasks

a. Barrier-nursed rooms – using a chlorine-based disinfectant cleaning product
b. Terminal cleans of vacated rooms – using a chlorine-based disinfectant cleaning product
c. Spillages of bodily fluids
d. Pharmacy and other clean rooms
e. Curtain changing

Task

BARRIER-NURSED ROOMS – USING A HYPOCHLORITE DISINFECTANT CLEANING PRODUCT

Note: The use of combined hypochlorite disinfectant cleaning products, which provide a solution of 1,000 (one thousand) parts per million available chlorine combined with a detergent property, has largely replaced the previous use of general purpose detergent solution followed by an application of a disinfectant product. The method statement reflects this.

Barrier-nursed rooms will have a clear sign, prominently displayed, stating which items of protective disposable wear are required by all those entering the room. Cleaning staff should report daily to the nurse in charge to receive any new instructions.

Equipment and materials required:

- colour-coded bucket;
- colour-coded disposable cloths;
- colour-coded domestic gloves suitable for chemical resistance and complying with the PPE Directive (89/686/EEC);
- single-use gloves;
- disposable apron;
- colour-coded mop handle;
- colour-coded mop bucket;
- colour-coded mop head;
- colour-coded high-duster;
- dust-control tool;
- dust-control head;
- cleaning trolley;
- warning signs;
- disinfectant cleaning product giving sodium hypochlorite solution of strength 1,000 parts per million available chlorine;
- product dilution container.

Method

1. Wash hands and put on gloves.
2. Prepare the cleaning solution. The ventilation of the area in which you are working must be thorough; if there is no window, the door should be left open. Make up the solution in the product diluting container, never directly in the bucket. Use cold water only. When prepared, decant carefully into the buckets.
3. Wash hands, put on single-use gloves and other protective wear required (see Health and Safety notes) and enter room.
4. Display the warning signs.
5. High-dust the room (refer to high-dusting method statement).
6. Dust-control the floor (refer to the dust-control method statement).
7. Using a disposable cloth dampened in the disinfectant cleaning solution, begin cleaning surfaces, changing cloths and solution as they become soiled. Work in the following order: curtain tracks and high ledges; furniture and fittings; patient equipment, such as drip stands; alcohol gel, soap and paper towel dispensers (refer to replenishment method statements); bed frame; wash hand basin, shower and toilet (refer to wash room cleaning and sanitary cleaning method statements).

8. Attach the mop head to the mop handle.

9. Submerge the mop into the cleaning solution and remove excess using the wringer so that the mop is fairly dry.

10. Mop the floor in 1-2 metre square sections.

11. Mop edges with straight strokes and use a figure-of-eight pattern on the remainder of the section, turning the mop frequently. The floor should be fairly dry on completion.

12. Move to the next section and repeat the process.

13. Replace the mop head and solution as required throughout the cleaning process.

14. On completion, remove the final mop head and place in the laundry bag, clean and dry all equipment and store safely and tidily in a secure storage area, away from other equipment; segregated according to colour-coding where appropriate.

15. Remove and dispose of single-use gloves, apron and other protective wear. Wash hands.
Task

**TERMINAL CLEANS OF VACATED ROOMS – USING A HYPOCHLORITE DISINFECTANT CLEANING PRODUCT**

Note: The use of dual purpose disinfectant cleaning products, which provide a solution of 1,000 (one thousand) parts per million available chlorine combined with a detergent property, has largely replaced the previous use of general purpose detergent solution followed by an application of a disinfectant product. This method statement reflects this. Ventilation in the room should be increased during and after cleaning.

Pressurised steam cleaning can also be used successfully for this task and local policy will determine practice. For use of steam cleaning machines, refer to the cleaning with steam method statement.

The use of hydrogen peroxide vapour fogging machines for disinfection of these rooms is increasing. This is dealt with separately in the New Technology Section of this Manual (Section 8).

**Equipment and materials required:**

- colour-coded bucket;
- colour-coded disposable cloths;
- colour-coded domestic gloves suitable for chemical resistance and complying with the PPE Directive (89/686/EEC);
- single-use gloves;
- disposable apron;
- colour-coded mop handle;
- colour-coded mop bucket;
- colour-coded mop head;
- colour-coded high-duster;
- dust-control tool;
- dust-control head;
- cleaning trolley;
- laundry bag;
- warning signs;
- disinfectant cleaning product giving sodium hypochlorite solution of strength 1,000 parts per million available chlorine;
- product dilution container.

**Method**

1. Wash hands and put on gloves.
2. Prepare the cleaning solution. The ventilation of the area in which you are working must be thorough; if there is no window, the door should be left open. Make up the solution in the product diluting container, never directly in the bucket. Use cold water only. When prepared, decant carefully into the buckets.
3. Wash hands, put on single-use gloves and other protective wear required (see Health and Safety notes) and enter room.
4. Display the warning signs.
5. Take down curtains (refer to curtain changing method statement), place in separate clearly marked infected linen laundry bag.
6. Strip bed and place linen in separate clearly marked infected linen laundry bag.
7. High-dust the room (refer to high-dusting method statement).
8. Dust-control the floor (refer to the dust-control method statement).
9. Using a disposable cloth dampened in the disinfectant cleaning solution, begin cleaning surfaces, changing cloths and solution as they become soiled. Work in the following order: curtain tracks and high ledges; furniture and fittings; patient equipment, such as drip stands; alcohol gel, soap and paper towel dispensers (refer to replenishment method statements); bed frame; wash hand basin, shower and toilet (refer to wash room cleaning and sanitary cleaning method statements).

10. Place all waste in the clinical waste bag. Remove and dispose of clinical waste bag, damp-dust waste bag holder using the disinfectant cleaning solution, and fit a new bag.

11. Damp-dust walls.

12. Attach the mop head to the mop handle.

13. Submerge the mop into the cleaning solution and remove excess using the wringer so that the mop is fairly dry.

14. Mop the floor in 1-2 metre square sections.

15. Mop edges with straight strokes and use a figure-of-eight pattern on the remainder of the section, turning the mop frequently. The floor should be fairly dry on completion.

16. Move to the next section and repeat the process.

17. Replace the mop head and solution as required throughout the cleaning process.

18. On completion, clean and dry all equipment and store safely and tidily in a secure storage area, away from other equipment, segregated according to colour-coding where appropriate.

19. Remove and dispose of single-use gloves, apron and other protective wear. Wash hands and put on clean colour-coded domestic gloves.

20. Hang clean curtains (refer to curtain changing method statement).
Task

SPILLAGES OF BODILY FLUIDS

Note: The term “bodily fluids” includes blood, urine, faeces, sputum, wound exudate and all other bodily secretions. All spillages should be cleared as soon as possible. The responsibility for performance of this task has been a contentious issue in some healthcare providers, and therefore it is particularly important that this responsibility is clearly defined for each area (refer to Section 3). The most usual practice is for nursing or departmental staff to perform this task within their respective wards or departments, and for cleaning staff to perform it in public circulation areas.

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- single-use gloves suitable for chemical resistance and complying with the PPE Directive (89/686/EEC);
- plastic apron;
- paper towels;
- chlorine-based absorbent granules;
- disinfectant product giving sodium hypochlorite solution of strength 10,000 parts per million available chlorine;
- clinical waste bags;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Clear spillages of urine or faeces with paper towels and place directly into the clinical waste bag. The bag should be next to the spillage in readiness for this. Tie the bag following waste disposal policy and dispose of at the central point as soon as possible.
4. Large spillages of blood should be absorbed using chlorine-based absorbent granules. Allow to remain in contact for 2 minutes then place debris in a clinical waste bag as at point 3.
5. Prepare the disinfectant solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
6. Dampen or rinse a cloth in the cleaning solution.
7. Disinfect thoroughly, changing the cloth as necessary. On completion, dispose of cloths, gloves and other protective wear used as clinical waste, as at point 3.
8. Allow the area to dry.
9. Damp-mop the affected area (refer to damp-mopping method statement).
Task

PHARMACY AND OTHER CLEAN ROOMS

The needs and requirements of each individual suite of spaces in each location will be individually determined by particle testing and by professional assessment. Healthcare providers will produce local, site specific cleaning regimes and the inclusion here of a general method statement would not be helpful.

This task is usually performed by suitably trained clean-room staff, or by specialist contractors working to ISO 14644-1. Where participation by the cleaning service is required, this will be specified in detail by the healthcare provider’s pharmacy or other professionals.

Task

CURTAIN CHANGING

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- laundry bags;
- curtain hooks and container;
- stepladder;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer’s instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Using the stepladder (refer to health and safety notes), take down the curtains. Remove the curtain hooks and place in the container. Place the curtains in the laundry bag.
6. Dampen or rinse a cloth in the cleaning solution.
7. Damp-dust the curtain rails and surrounding areas.
8. Wash the used curtain hooks and allow to dry.
9. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
10. Remove gloves and wash hands.
11. Fit the curtain hooks to a clean curtain at appropriate, evenly spaced intervals.
12. Carefully drape the curtain over your shoulder and climb the stepladder (refer to health and safety notes).
13. Hang the curtain, starting at one end.
14. Wash hands.