



WORK INSTRUCTION TERMINAL CLEANING

1.0 OBJECTIVE

This standard operating procedure covers the course of action on terminal cleaning.

2.0 ABBREVIATION

HN	:	Head Nurse
HSAAS	:	Hospital Sultan Abdul Aziz Shah
ICLP	:	Infection Control Link Practitioners
MDRO	:	Multidrug-Resistant Organism
SOP	:	Standard Operating Procedure
SRN	:	State Registered Nurse

3.0 INSTRUCTION

No.	Action	Person in charge
1.	Terminal Cleaning perform after: a. Operation b. MDRO case c. All infectious diseases/infection/colonisation case	ICN/ICLP/PIC
2.	Person in charge need to request terminal cleaning to housekeeping concession body.	ICN/ICLP/PIC
3.	Staff a. Trained staff clean and disinfect. b. Maintain high standard personnel hygiene.	ICN/ICLP/PIC
4.	Appropriate personal protective equipment (PPE) <ul style="list-style-type: none">• Gown/Disposable apron• Gloves• Surgical mask• Cap	ICN/ICLP/PIC
5.	Remove linen and place in red linen bag with alginate plastic.	ICN/ICLP/PIC



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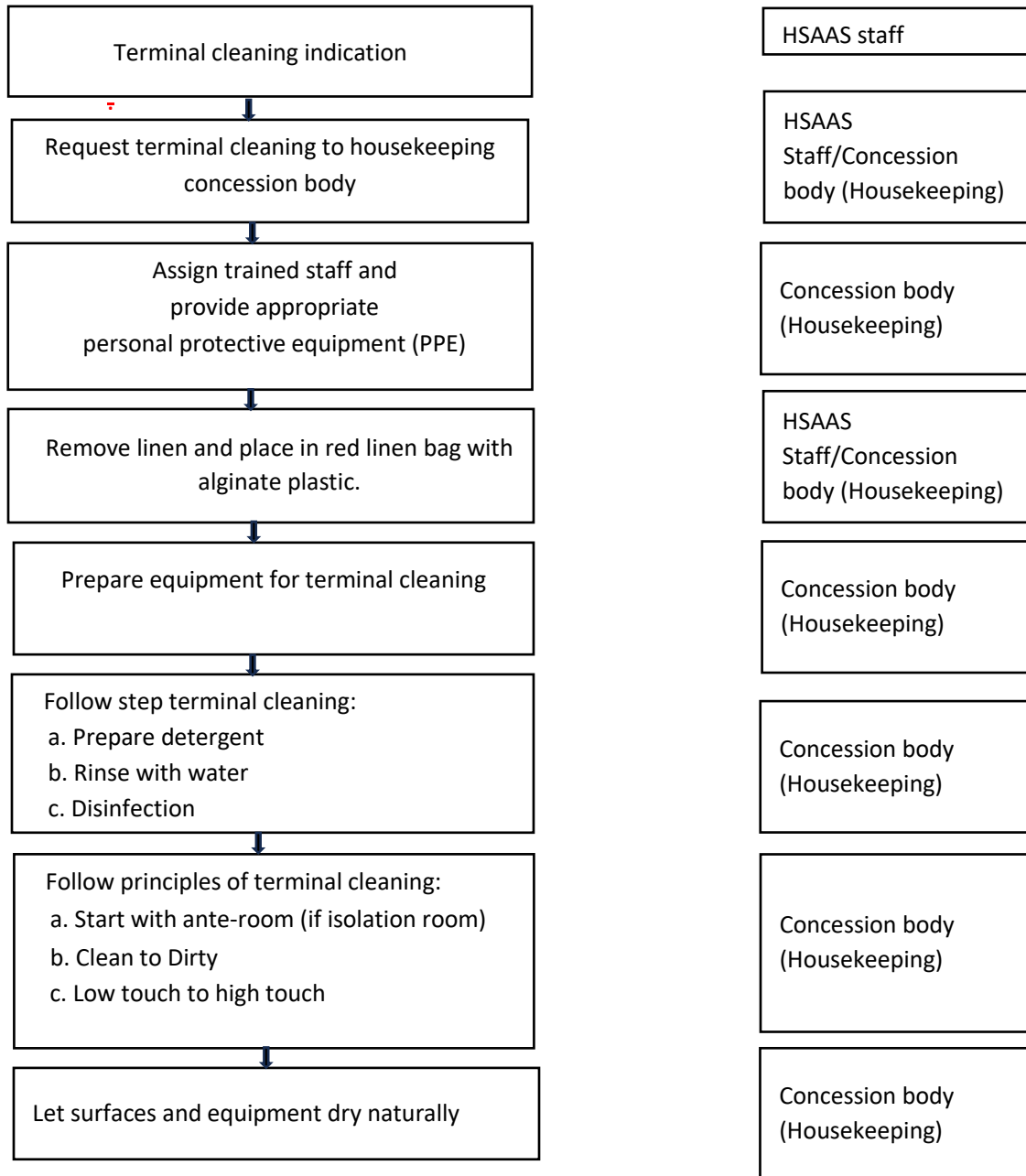
No.	Action	Person in charge
6.	Equipment for terminal cleaning <ul style="list-style-type: none"> ● <i>Double bucket system</i> ● 3 or more green towel ● 1 green mop ● 1 <i>Dust mop</i> ● <i>Surgical mask</i> ● 1 disposable latex glove ● <i>Plastic apron</i> ● <i>Detergent</i> ● Tab water ● <i>Disinfectant</i> (1 Tablet <i>Sodium Hypochlorite</i> (2.5g) dilute in 1.5 liters of water = 1000ppm chlorine)	Hospital Cleaning Staff
7.	Terminal cleaning steps <ol style="list-style-type: none"> a. Prepare detergent solution as per manufacturer instruction b. Prepare the disinfectant solution i.e. sodium hypochlorite 1: 1000 ppm c. Use colour coded mop (green) (Refer Appendix 5.0) <ol style="list-style-type: none"> i. Clean with detergent, ii. Rinse with clean water and iii. Apply disinfectant 	ICN/ICLP/PIC
8.	Follow principles of terminal cleaning: <ol style="list-style-type: none"> a. Start with ante-room; if isolation room b. Clean to dirty c. Low touch to high touch 	ICN/ICLP/PIC
9.	<ol style="list-style-type: none"> a. Discard cleaning solutions and rinse water immediately after end of terminal cleaning. b. Clean and dry bucket before next use. 	ICN/ICLP/PIC
10.	All wipes and mops should be washed with detergent and dried before next use.	ICN/ICLP/PIC
11.	Let all surfaces and equipment dry naturally . (DO NOT USE BLOWER/FAN TO DRY)	ICN/ICLP/PIC



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4.0 FLOWCHART


TERMINAL CLEANING





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5.0 APPENDIX

Color	Type		Description
RED	Mop Head		<ul style="list-style-type: none">• Toilets• Dirty Utility Sluice Room
			
	Wiping Cloth		
	Dust Mop Head		



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Color	Type	Description
GREEN	Mop Head	Specialized Area and Spillages <ul style="list-style-type: none"> • Operation room/ Theatre • Laboratories • Pharmacy • Central Sterile Services Unit(CSSD)/ Department • Blood Bank • Burns Unit • Labour Room • All Intensive Care Units • Iodine Room • Imaging and Diagnostic Rooms • Chemo Room • Scope Room • Isolation Wards / Rooms • Accident and Emergency Unit • Milk Room • Dental Department/ Clinics • Procedure Room • Haemodialysis Unit (HDU)
	Wiping Cloth	
	Dust Mop Head	