

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:	ICN/ICLP/PIC
	a. Operation	
	b. MDRO case	
	c. All infectious diseases/infection/colonisation case	
2.	Person in charge need to request terminal cleaning to housekeeping	ICN/ICLP/PIC
	concession body.	
3.	Staff	ICN/ICLP/PIC
	a. Trained staff clean and disinfect.	
	b. Maintain high standard personnel hygiene.	
4.	Appropriate personal protective equipment (PPE)	ICN/ICLP/PIC
	Gown/Disposable apron	
	• Gloves	
	Surgical mask	
	• Cap	
5.	Remove linen and place in red linen bag with alginate plastic.	ICN/ICLP/PIC



WORK INSTRUCTION TERMINAL CLEANING

Double bucket system 3 or more green towel 1 green mop 1 Dust mop Surgical mask 1 disposable latex glove Plastic apron Detergent Tab water Disinfectant (1 Tablet Sodium Hypochlorite (2.5g) dilute in 1.5 liters of water = 1000ppm chlorine) Terminal cleaning steps 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) i. Clean with detergent, ii. Rinse with clean water and iii. Apply disinfectant 8. Follow principles of terminal cleaning: a. Start with ante-room; if isolation room b. Clean to dirty c. Low touch to high touch 9. a. Discard cleaning solutions and rinse water immediately after end of terminal cleaning. b. Clean and dry bucket before next use.	in charge
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(DO NOT USE BLOWER/FAN TO DRY)	



WORK INSTRUCTION TERMINAL CLEANING

4.0 FLOWCHART

TERMINAL CLEANING

HSAAS staff Terminal cleaning indication **HSAAS** Request terminal cleaning to housekeeping Staff/Concession concession body body (Housekeeping) Assign trained staff and Concession body provide appropriate (Housekeeping) personal protective equipment (PPE) **HSAAS** Remove linen and place in red linen bag with Staff/Concession alginate plastic. body (Housekeeping) Prepare equipment for terminal cleaning Concession body (Housekeeping) Follow step terminal cleaning: a. Prepare detergent Concession body b. Rinse with water (Housekeeping) c. Disinfection Follow principles of terminal cleaning: a. Start with ante-room (if isolation room) Concession body b. Clean to Dirty (Housekeeping) c. Low touch to high touch Concession body Let surfaces and equipment dry naturally (Housekeeping)



WORK INSTRUCTION TERMINAL CLEANING

5.0 APPENDIX

Color		Туре	Description
RED	Mop Head		Toilets Dirty Utility Sluice Room
	Wiping Cloth Dust Mop Head		



WORK INSTRUCTION TERMINAL CLEANING

Color		Туре	Description
GREEN	Mop Head Wiping Cloth Dust Mop Head		Specialized Area and Spillages Operation room/ Theatre Laboratories Pharmacy Central Sterile Services Unit(CSSD)/ Department Blood Bank Burns Unit Labour Room All Intensive Care Units lodine 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)