

Standards of Cleanliness

- **Beds** – Headboards and footboards are clean; metal upright and horizontal frame clean; control unit and cord clean and working; linen clean and free of stains and tears; bed properly made; undercarriage free of lint and soil; wheels clean and free of lint.
- **Bedside Console Units** – Countertop, shelves and facings clean and free of dust and spots; no accumulation of soil in corners; stainless steel sink and plumbing fixtures clean and free of spots and streaks; clothes closet clean and free of dust and lint.
- **Carpeting** – No stains; dust free.
- **Ceilings** – Clean; free of dust and spots; paint intact; vents clean and free of dust and lint; light bulbs operable, light fixture free of insects; all ceiling tiles properly in tracks.
- **Chairs** – Clean, free of lint and dust. Only healthcare grade upholstery in patient care areas.
- **Countertops** – Top and underside of countertops are clean, free of dust, stains and finger marks.
- **Cove Bases / Baseboard** – Clean and clear; no floor finish build-up; no mop marks; no accumulation of soil in corners; intact around room (firmly affixed to wall with no signs of being loose at juncture with floor.)
- **Cubicle Curtains** – Clean and free of stains; not faded; pulls freely in tracks; properly mounted; no tears; adequate length and width; established change out schedule implemented.
- **Dispensers** – Soap, hand sanitizer, and paper towel dispensers are clean, free of dust and lint on top, inside, and underneath, free of spots and streaks; supplies replenished and within expiration date.
- **Doors** – Clean, free of marks; finish intact; kick plate clean, top is free of dust and lint; edges are clean; handle or knob is clear and clean; hinge facing and door frame are clean and free of dust; door vent is clean and free of dust and lint; window frame is clean and free of dust and lint (inside and outside).
- **Drinking Fountains** – Stainless steel free of spots and streaks. Nozzle free of buildup.
- **Elevators** – Metal shined; floors cleaned and litter-free; tracks, buttons and vents clean.

- **Equipment** – Clean, polished, stored properly. Filters, brushes, batteries checked and serviced properly; cords and hardware tight and intact.
- **E-Vac-U-Sled** - Clean, free of stains and lint; in good repair without rips or tears.
- **Fans** – Dust free, clean.
- **Floors** – Clean, free of dust, lint and stains; no floor finish build-up or accumulation of soil in corners and along edges; free of heel and scuff marks; free of discolored floor finish; high luster.
- **Furniture** – Clean and polished; upholstery clean.
- **Handrails** – all sides of handrails and attachments are clean, free of dust, fingerprints, smudges, stains.
- **Housekeeping Cart** – Clean; locks intact; no personal items; chemicals labeled and locked when not in use.
- **Housekeeping Aide Closets** – Orderly; sinks clean (including floor sinks); floors and walls clean; equipment clean; door locked; no boxes on floors; no liquids stored above paper products; no storage within 18” of ceiling; no personal items to include no food, drinks or other consumables.
- **Lights** – Dust-free, insect-free, no stains.
- **Mattresses** – Clean, free of stains and lint; in good repair without rips or tears.
- **Mirrors** – Clean, free of spots and streaks; frame top and edges free of dust and lint; shelf clean, free of spots and streaks.
- **Over-Bed Tables** – Clean and free of dust; elevation controls working properly; drawer and drawer mirror clean and free of dust, lint and streaks; base, frames and wheels clean and free of dust and lint. All attachments and storage compartments clean and empty.
- **Refrigerators** – Clean, free of dust spots and stains; shelves and facing clean and free of spots, spills and stains; freezer clear and free of stains; motor vent clean and free of dust and lint. Refrigerator door gasket is clean, intact.
- **Shower Stalls** – Walls clean, free of soil build-up on caulking; caulking intact; fixtures free of spots and streaks; door frame and glass free of dust, lint, spots and streaks; shower curtains free of spots and soil; horizontal crossbars above door free of dust, lint, spots and streaks.
- **Sinks** – Clean inside, outside and underneath; free of spots and streaks; plumbing fixtures on top and underneath free of dirt, spots and streaks; base of plumbing fixtures free of

alkali build-up.

- ***Stainless Steel, Corner Plates, etc.*** – Clean, shiny; no smudges.
- ***Stairwells*** – Dust-free and clean; handrails cleaned.
- ***Telephones*** – Clean, free of dust and lint; receiver, cord, mouthpiece and dial free of dust and lint.
- ***Toilets*** – Toilet bowl clean inside and outside; no stains, streaks or residue; toilet seat clean, free of spots, stains or streaks and tightly fastened to toilet; plumbing fixtures clean, free of dust, spots and streaks; plumbing connections to toilet free of alkali buildup and dirt; base of toilet free of soil build-up and stains.
- ***Vents*** – Free of dust, fingerprints, marks, stains and spider webs.
- ***Walls*** – Clean, no lint; paint intact; free of penetrations, finger marks and stains.
- ***Waste Receptacles*** – Clean inside and out; liner in place; must not be dented or cracked.
- ***Windows*** – Glass clear and clean; window frames clean; glazing intact and clean; paint in good condition.
- ***Window Drapes, Blinds & Shades*** – Free of lint; properly hung on tracks; not faded; no stains, yellowing or tears; pulleys and pull cords intact and working; pins installed correctly in drapes and on carriers.

Carpet Care

1. Purpose

To establish a procedure for the proper and safe cleaning of carpet.

2. Equipment

- Double-bucket mopping system or Micro-fiber mopping system
- Extractor/buffer or bonnet buffer (depending on which of 3 methods used)
- Nylon carpet brush attachment (when using carpet shampooer buffer)
- Personal Protective Equipment (PPE) – Gloves and surgical mask (if carpet is highly soiled)
- Vacuum (HEPA preferred)

3. Cleaning Products

- Carpet shampoo
- Defoamer

- Spot remover/stain remover

4. ***Supplies***

- Brush or cloths
- Cloth bonnet pads (2) (when using bonnet buffer system)
- Plastic pails (2)
- Putty knife
- Wet Floor/Caution signs

5. ***Procedures***

- a. Put out caution signs.
- b. Remove as much furniture as possible from the area to be cleaned. Be careful not to create an obstruction or safety hazard in patient and/or traffic areas.
- c. Vacuum all walk-off mats and carpet follow department guidelines for scheduled maintenance and replacement.
- d. Use putty knife to remove gum and soil, if necessary.
- e. Spot clean/deionizer H2O stubborn stains using stain remover according to manufacturer's instructions. Use brush and wipe dry with cloth. Consult supervisor before using spot remover, as misuse can cause permanent damage to carpet.
- f. Proceed to clean carpet following manufacturers recommended instruction.
- g. Going from damp carpet to hard floor will create a safety hazard. Place a carpet fan in the area to speed carpet drying time. Do not remove wet floor signs until carpet is 100% dry.
- h. Return furniture to area when carpet is dry.
- i. Return equipment to storage area. Empty and clean equipment and deposit dirty clothes in soiled linen.

Door Cleaning and Polishing

1. ***Purpose***

To establish a procedure for the proper and safe cleaning and polishing of doors.

2. ***Equipment***

- Personal Protective Equipment (PPE) – Gloves

3. *Cleaning Products*

- EPA-registered hospital disinfectant
- General-purpose cleaner (for kick plates and scuff marks)
- Polish (wood)

4. *Supplies*

- Plastic pail
- Wiping cloths

5. *Procedures*

- a. Put one gallon of water into plastic pail, and add proper quantity of EPA-registered hospital disinfectant.
- b. Damp wash door, using EPA-registered hospital disinfectant and a wiping cloth. Avoid using an excess amount of solution. Ensure all door hardware is properly cleaned to include door jamb or frame. If solution drips on floor, clean floor immediately.
- c. Use small amount of general-purpose cleaner (or stainless steel cleaner) on a wiping cloth to remove scuff marks and stubborn stains on kick plates.
- d. Polish wooden doors only if instructed by supervisor. Work along grain following instructions according to the manufacturer. To avoid spilling or spraying polish on the floor (which would create a safety hazard), spray polish directly on rag inside of a trash receptacle to avoid overspray.

Clean equipment, and return it to proper storage location. Place soiled cloths in plastic bag for transport to the Laundry.

Microfiber Mopping Cleaning System

1. *Purpose*

To provide the method for damp mopping floors, and to reduce the number of microorganisms.

2. *Equipment*

- Quick Connect Frames
- Wet or dry pads
- Quick Connect Handle
- Disinfecting Bucket plus designated EPA-registered hospital disinfectant solution

- Personal Protected Equipment (PPE) & gloves

3. *Cleaning Products*

- EPA-registered hospital disinfectant *or* neutral based cleaner

4. *Supplies*

- Putty knife
- Wet Floor/Caution signs

5. *Procedures*

- a. The Micro-fiber mopping system is used to ensure that the EPA-registered hospital solution in the Fiber bucket remains clean for as long as possible during the cleaning process; thus, saving time and making the job easier and extending the efficacy of the EPA-registered hospital disinfectant.
- b. Fill Bucket with properly mixed disinfecting solution. Using the “step guides” in the bottom of the bucket to determine the liquid level (each step represents five (5) pads or 1 quart.
- c. Place pads in bucket (at rate of one per room) with hoop and loop backing side up.
- d. Press pads down and hold using quick connect handle to evenly disperse solution in pads. Add solution as needed to maintain fluid saturation consistency in pads. Pour any excessive solution into floor sink (for your safety do not lift bucket to shake)
- e. Place disinfecting bucket on cleaning cart.
- f. Put out wet floor Caution signs at each end of the area to be mopped, and leave in place until floor is dry. If cleaning a long corridor, signs may be needed between the two end signs. When wet-mopping a corridor, mop only one side at a time. When the first side is dry, the other side can then be mopped. Be sure to place wet floor signs at all entrances to wet area.
- g. Check the area to be mopped. Any tar, chewing gum, etc., can be removed with the putty knife. Be careful not to damage floor finish.
- h. To begin center quick connect frame over top pad in bucket solution, and slide down to attach pad with hook and loop system.
- i. Starting at the far corner of the room, begin wet mopping using the figure eight stokes after framing section.

- j. Move backwards toward doorway, Remember to clean under beds and furniture.
- k. When finished with room or pad is dry, remove soiled wet pad from frame by placing left foot on end of pad, and right foot on opposite end of pad. Pull frame and pad will peel away from hook and loop backing.

Note: All soiled mop heads should be placed into an appropriate bag and turned in for laundering at the end of the shift.

Drinking Fountain Cleaning

1. *Purpose*

To establish a procedure for the proper and safe technique for the cleaning of drinking fountains.

2. *Equipment*

- Personal Protective Equipment (PPE) - Gloves

3. *Cleaning Products*

- EPA-registered hospital disinfectant
- Non-abrasive cleaner

4. *Supplies*

- Hand mop or polishing cloth
- Wiping cloths

5. *Procedures*

- a. Clean exterior surface with EPA-registered hospital disinfectant, using a hand mop or wiping cloth.
- b. Remove stubborn stains with non-abrasive cleaner and wiping cloth.
- c. To clean drain, work EPA-registered hospital disinfectant into holes with hand mop or wiping cloth. Flush with water from drinking fountain.
- d. Rinse interior surface with water from drinking fountain, and wipe dry with cloths. Be careful not to allow excess water to drip onto wall or floor.
- e. Rinse and wipe dry with clean wiping cloth to avoid streaking.
- f. Polish with an EPA-registered hospital non-abrasive polisher, or aluminum polisher/ stainless steel polish.

Dusting

1. *Purpose*

To establish a procedure and proper technique for dusting.

2. *Equipment*

- Personal Protective Equipment (PPE) – Gloves , goggles for high cleaning
- Vacuum cleaner (HEPA preferred)
- Dust wand with microfiber sleeve

3. *Cleaning Products*

- EPA-registered hospital disinfectant
- Furniture polish

4. *Supplies*

- Plastic pail
- Microfiber cloths or pads
- Wiping Cloths

5. *Procedures*

- a. Put one gallon of water into plastic pail, and add proper amount of EPA-registered hospital disinfectant.
- b. Dampen wiping cloth with EPA-registered hospital disinfectant solution, and wipe all furniture and ledges. Wipe again with a dry wiping cloth to prevent water spots and streaking.
 1. Begin damp dusting at the room entrance, and work around room. Damp dust the top of an object and work down to avoid re-soiling surfaces.
 2. Fold the cloth in a series of squares to provide a number of potential cleaning surfaces. A wadded cloth does not clean as efficiently.
 3. Dampen cloth with an EPA-registered hospital disinfectant, and wring out all excess solution to avoid drips.
 4. Damp dust the doors and wall features, such as door handles, thermostats, light switches and ledges.
 5. Spot clean visible soil from doors and walls.

6. Damp dust furniture/furnishings, light frames and covers, chairs, counters, front and sides of lockers, writing surfaces, shelves, telephones and tables.
 7. All surfaces should be decontaminated with appropriate EPA-registered hospital disinfectant.
- c. Use furniture polish as needed on wooden furniture. Use an applicator to spray the wiping cloth. To prevent over-spray from getting on floors and causing a safety hazard, never apply directly to furniture.
 - d. Housekeeping equipment will be thoroughly cleaned using an EPA-registered hospital disinfectant upon completion of work. Return all supplies and equipment to the proper storage area. Place all soiled wiping cloths and mop heads in a plastic bag for transport to the Laundry area.

Dusting may also be accomplished using a vacuum with a hose and dusting brush attachment.

Elevator Cleaning

1. Purpose

To establish a procedure for the proper and safe cleaning techniques for elevators.

2. Equipment

- Vacuum (HEPA preferred)
- Double-bucket mopping system, or micro-fiber mopping system
- Personal Protective Equipment (PPE) – Gloves (goggles for high dusting)

3. Cleaning Products

- EPA-registered hospital disinfectant
- Stainless steel polish, deionizer H2O/cleaner

4. Supplies

- Abrasive pad
- Plastic pail
- Putty knife
- Wet Floor/Caution signs
- Wiping cloths or rags

5. Procedures

- a. Prepare mop unit as described in wet-mopping procedure. Add one gallon of water to plastic pail, and add the prescribed amount of EPA- registered hospital disinfectant solution or use a one-step EPA-registered hospital disinfectant.

- b. Stop elevator, and lock in place.
- c. Put out Caution signs.
- d. Clean out packed material in door tracks with putty knife, and vacuum tracks. Use putty knife to remove gum or other material from floor.
- e. Sanitize and disinfect walls, buttons, rails, facings and doors with dampened wiping cloth. Be careful not to use an oversaturated rag on control panels. Wipe dry to prevent spotting. Use stainless steel polish/cleaner by applying to a cloth, not the surface directly, to brighten metal surfaces when directed by supervisor.
- f. Dust ceiling vent before cleaning walls.
- g. Dust mop, wet-mop/vacuum elevator floor, and let dry.
- h. Finish by cleaning the inside and outside of the elevator door and facing/trim with appropriate cleaner.
- i. Remove Wet Floor/Caution signs. Release elevator for use. Proceed to next elevator to be cleaned.
- j. After all assigned elevators are clean, empty all buckets and pails. Clean all equipment and return to proper storage area.
- k. Place soiled wiping cloths and mop heads into designated bag, and place in designated location for transport to the laundry.

Floor Care

1. Purpose

To establish a procedure for the proper and safe technique for the care of floors, including dust mopping, wet mopping, baseboard cleaning, stripping, top scrubbing in lieu of stripping, finishing and burnishing.

2. Dust Mopping

- a. Equipment
 - Dust mop assembly or microfiber dust mop system
- b. Cleaning Products
 - Microfiber dust pad if applicable
 - EPA-registered hospital disinfectant
- c. Supplies

- Counter brush / lobby broom
- Dust pan

d. Procedures

1. Begin by placing clean dust mop head on dust mop handle.
2. Once the dust mop is placed on the floor, do not lift until dusting operations have been completed.
3. Dust the floor by always keeping the dust mop in front of body. Use the swivel motion and action of wrists to change direction.
4. After dust mopping in an area, use the dustpan and counter brush or lobby broom to pick up debris immediately upon completion. Never sweep debris into a corner to be removed later.
5. Do not dust mop debris from a room into a corridor.
6. Always change dust mops or pads after cleaning Isolation rooms, and after dust mop becomes excessively soiled.
7. Place soiled dust mops or pads in a plastic bag separate from wet mops, and turn in for laundering. Mops will be placed in linen chute, soiled linen cart or designated pick-up area at the end of the shift.

Note: Always use caution while dust mopping to prevent tripping patients or others. Never leave the mop handle unattended by propping it against a bed or in a corner – carelessness causes accidents.

3. Baseboard Cleaning

a. Equipment

- Double-bucket mopping system
- Doodle bug and pad
- Dust mop assembly
- Floor fan
- Wet vacuum

b. Cleaning Products

- Spray foam stripper
- EPA-registered hospital disinfectant

c. Supplies

- Nylon brush
- Plastic Pail

- Putty knife
- Rubber gloves
- Wet floor /Caution signs
- Wiping cloths

d. Procedures

1. Remove furniture and other objects from area.
2. Dust mop area to be stripped.
3. Put three gallons of water into each bucket of the double-bucket unit to be used for rinsing.
4. Put Caution signs at each end of area to be stripped.
5. Attach pad to doodle bug handle.
6. Put on rubber gloves, and avoid skin contact with spray foam stripper.
7. Ensure that area has adequate ventilation before using spray foam stripper (use fan, open window, etc.).
8. Hold can 6-8 inches from surface, and spray stripper along baseboard. Keep sprayed areas small enough to prevent drying (4-6 feet). Wipe any over-spray off painted surfaces immediately with wiping cloths.
9. Allow foam stripper to work at least 3-5 minutes before wet scrubbing with pad, sponge or nylon brush as directed by supervisor. Corners may be cleaned with the nylon brush.
10. Rinse baseboards with clean water from rinse side of mop unit, and dry with wiping cloths.
11. Put soiled mop heads and wiping cloths in plastic bags for laundering. Clean and return all equipment to storage area.

4. Stripping Floors

a. Equipment

- Doodle bug and pad
- Double-bucket mopping system or microfiber mopping system
- Dust mop assembly
- Rotary buffer/scrubber
- Wet vacuum

b. Cleaning Products

- Stripper

- Neutralizer
- EPA-registered hospital disinfectant

c. Supplies

- Putty knife
- Stripping pad/brush
- Wet Floor / Caution signs
- Wiping cloths

Note: Once the stripper has been applied, the floor becomes extremely slippery. Use extreme caution when walking across it, and wipe bottom of shoes and equipment before entering an adjacent waxed area.

d. Procedures

1. Remove all furniture.
2. Put out Caution signs.
3. Dust mop entire area.
4. Put three gallons of water into one of the buckets of the double-bucket mop unit. Stripper solution will be in second bucket.
5. Mount the scrubbing pad/brush on the buffer/scrubber wheel.
6. Pour the specified amount of stripper solution into the mopping unit. Mop the stripping solution on the floor area, including the edges and corners. Keep the floor wet with stripping solution while you continue with the next steps to ensure stripper does not dry. Let chemical set the recommended time, per manufacturer's specifications. Do not use hot water, as this causes excessive fumes. Do not exceed manufacturer's recommended dilution. Stronger is not better.
7. Place large wiping cloths at any area that is not to be stripped. This will eliminate the stripper from slinging or running into another area that is not to be stripped.
8. Clean baseboards as indicated in paragraph 4 above. Clean corners and any area not accessible for the buffer/scrubber with the doodle bug and stripping mixture.
9. The buffer/scrubber operator is to start the stripper near the rear wall. Beginning at the sidewall corner, work machine and solution inward towards the center of the room. Use only enough solution on the floor to enable efficient removal of old finish without harm to the tile. Use putty knife to remove tile cement, gum, paint, etc.

10. The wet vacuum operator follows the buffer/scrubber operator removing the stripper before it dries. Extreme care must be exercised to ensure that the stripping solution does not dry. If allowed to dry, the stripping procedure must be repeated.
11. Rinse baseboards; “flood” with plain water and pick up with wet vacuum.
12. Wait until floor has dried, and check for any remaining buildup of old finish that was not removed. Remove any remaining buildup with doodle bug, and rinse thoroughly with clean water.
13. Rinse entire floor area with clean mop and clean water or neutralizer to ensure all stripper residue has been removed.
14. It may be necessary to rinse the floor once more. Any stripping solution remaining on the floor will have an adverse effect on the entire refinishing operation.
15. Floor is now ready to be refinished.
16. After finishing your job assignment, thoroughly clean all equipment and return to proper storage area. Place all soiled mop heads and wiping cloths in plastic bags and place in designated area for transport to the Laundry.

Note: Ventilate work area as much as possible by opening windows and using fans.

5. Top Scrubbing in Lieu of Stripping

a. Equipment

- Double-bucket mopping system or microfiber mopping system
- Doodle bug and pad
- Dust mop assembly
- Rotary buffer / scrubber
- Wet vacuum

b. Cleaning Products

- General purpose natural cleaner
- EPA-registered hospital disinfectant

c. Supplies

- Putty knife
- Plastic pail
- Scrubbing pad/brush

- Wet Floor / Caution signs

d. Procedures

1. Remove all furniture from the area. In offices, remove all but the file cabinets and desks; in cubicles, remove all but beds and monitoring equipment.
2. Put out Caution signs.
3. Dust mop entire area. If any sticky substances are found, remove them with a putty knife, if possible.
4. Mount the scrubbing pad/brush on the buffer/scrubber wheel.
5. Put one gallon of water in plastic pail. Add general-purpose cleaner in accordance with manufacturer's instructions.
6. Put three gallons of water into each of the buckets of the double-bucket mop unit.
7. Put water in tank of rotary buffer/scrubber, and add general-purpose cleaner in accordance with manufacturer's instructions.
8. Clean baseboards as indicated in paragraph 4 above. Use doodle bug and scrubbing solution in plastic pail to scrub any area not accessible to the buffer/scrubber.
9. Pour any remaining scrubbing solution left in pail onto floor.
10. The buffer/scrubber operator is to start the scrubber near the rear wall. Beginning at the sidewall corner, work machine and solution inward towards the center of the room. Use just enough solution and pressure on the machine to remove only the top layer of finish.
11. The wet vacuum operator follows the buffer/scrubber operator removing the scrubbing solution and old finish. Care must be taken to ensure that the cleaning solution does not dry. If allowed to dry, water must be put on the floor in order to remove the solution and old finish.
12. Rinse baseboards and floor twice with clean mop using double-bucket to ensure all scrubbing solution has been removed.
13. After drying, floor is ready for floor finish.
14. After finishing your job assignment, thoroughly clean all equipment and return to proper storage area. Place all soiled mop heads and wiping cloths in plastic bags and place in designated area for transport to the laundry.

6. Refinishing Floors

a. Equipment

- Double-bucket mopping system or microfiber mopping system

b. Cleaning Products

- Floor Finish
- EPA-registered hospital disinfectant

c. Supplies

- Plastic bags
- Wet Floor / Caution Signs

d. Procedures

1. The floor is prepared for finish as indicated in paragraph 5 above (Stripping Floors) or paragraph 6 above (Top Scrubbing in Lieu of Stripping).
2. Put out Wet Floor signs.
3. Line one mop bucket with a plastic liner to avoid contamination. Pour finish into liner. Put clean water into the second bucket. Dip presoaked mop head into the finish, and tamp onto the wringer. Do not ring out.
4. When floor is completely dry from the final rinse, apply the first coat of finish. Always use a clean mop head. Immerse the mop head in clean water, and wring out thoroughly. This fills the mop fibers with water, which results in a conservation of floor finish and easier cleaning of the mop head.
5. Dip the mop into the floor finish, and press the wringer until excess dripping stops. Start applying the finish in a corner of the room opposite the door. The first coat will be applied up to approximately eight inches from the baseboard. This will prevent build-up next to the baseboard and will conserve floor finish. There is normally very little traffic next to the baseboard. Coat the edges of an area small enough to cover before the finish begins to dry. Fill in the area between the edges, using overlapping strokes. Dip and wring the mop frequently enough to ensure that the finish is applied evenly.
6. Edge another area, and complete as above. Each area should be covered before the adjoining area is dry. This will ensure a smooth, even application. Continue with this procedure until the entire space to be refinished has been completed.
7. After the first coat is thoroughly dry, apply a second coat. The second coat should be applied up to approximately four inches from the baseboard. The second coat should be applied cross-grain to the first coat. Otherwise, the same methodology is used for the second coat. The third coat will be applied all the way to the baseboard. Exercise

care to keep the finish off the baseboard.

8. After the entire space has been completed and is thoroughly dry, remove the Caution signs. Place all furniture back in its proper place, and proceed to the next area to be refinished.
9. If this is the last area of the day to be refinished, dispose of any floor finish remaining in the bucket. Again, resource conservation is essential; if you have planned properly, there will be no floor finish remaining in the bucket.
10. Place used mop heads in a plastic bag, and place in designated area for transport to the laundry. Clean all equipment thoroughly, and return all equipment and clean mop heads to storage area.
11. Remember - floor finish application is the most expensive operation performed in EMS, and utmost care must be exercised to ensure that the job is accomplished in the proper manner.

Note: The number of coats and the use of finish will be predetermined by the supervisor. Also, remember to ventilate work area as much as possible by opening windows and doors.

7. Burnishing

a. Equipment

- Burnisher / high-speed floor machine
- Double-bucket mopping system or microfiber mopping
- Dust mop assembly

b. Cleaning Products

- None

c. Supplies

- Burnishing pads
- Counter brush
- Dust pan
- Putty knife
- Wet Floor / Caution signs

d. Procedures

1. Clean the floor.

Note: For successful burnishing, a floor must have been properly scrubbed/stripped, refinished and allowed to dry approximately 24 hours before burnishing procedure begins.

2. Use putty knife if needed to remove gum, etc., from floor.
3. Put out Caution signs.
4. After areas along walls have been burnished (16-18 inches), move to center of area farthest from entrance and burnish.
5. Continue to burnish until adequate gloss is achieved.
6. Turn pads over when finish build-up occurs to prevent scratches in finish.
7. After burnishing operations is complete, dust mop the floor and pick up residue with dustpan and counter brush. Dispose of residue in trash receptacle.
8. Return all equipment and unused supplies to proper storage location.

Note: This procedure will not be used without specific approval of the supervisor. Extreme care must be taken not to permit burnisher to bump into and damage walls and furnishings.

Housekeeping Aide Closet (HAC) Cleaning

1. Purpose

To establish a procedure and proper techniques for the cleaning of housekeeping aide closets.

Note:

- a. *Corrugated cardboard containers should not be stored on the floor, but stored on shelves or plastic pallets. Bottom shelves of floor units must be solid or have shelf liner. No items should be stored within 18" of the ceiling.*
- b. *Refrain from storing chemicals above eye level.*
- c. *No food or drink allowed in housekeeping closets.*

2. Equipment

- Double-bucket mopping system or micro-fiber mopping system
- Dust mop assembly
- Personal Protective Equipment (PPE)

3. Cleaning Products

- EPA-registered hospital disinfectant
- General-purpose cleaner

4. Supplies

- Abrasive pad
- Counter brush
- Dust pan
- Wiping cloths

5. ***Procedures***

- a. Clean the floor.
- b. Damp dust all counter tops or shelves, and wipe dry.
- c. Clean all walls and baseboards to prevent accumulation of splash marks and watermarks.
- d. Dust mop floor using a clean dust mop head. Pick up debris with dust pan and counter brush/lobby broom, depositing in waste receptacle.
- e. Mop entire area using the double-bucket system, or micro-fiber system. Empty and clean buckets.
- f. Replenish your double-bucket system with the proper amounts of water and EPA-registered hospital disinfectant solution. This is intended for future and/or emergency use.
- g. Soiled mop heads and wiping cloths will be put in plastic bags and placed in designated area for transport to the laundry. Do not leave soiled items in housekeeping aide closet overnight.
- h. Place clean dust mop, and wet mop heads on handles.
- i. Remove empty containers, including corrugated cardboard boxes.
- j. Lock closet.

Note: This procedure is followed daily after each shift. The cleaning of equipment is a separate topic and should be done after each use.

Heat Convectors, Radiators and Vent Cleaning

1. ***Purpose***

To establish a procedure for the proper and safe cleaning of heat convectors, radiators and vents.

2. ***Equipment***

- Backpack vacuum (HEPA preferred)

- Personal Protective Equipment (PPE) – Gloves , goggles
- Step ladder

3. *Cleaning Products*

- EPA-registered hospital disinfectant

4. *Supplies*

- Double plastic pail
- Wet Floor / Caution signs
- Nylon brush
- Plastic bags
- Screwdriver
- Wiping cloths

5. *Procedures*

- a. Put a gallon of water into each side of the double pail. Add the proper quantity of EPA-registered hospital disinfectant solution into one side.
- b. Put out Wet Floor / Caution signs
- c. Put on gloves
- d. Clean underneath, behind and between grids with the nylon brush, and place debris in plastic bag.
- e. Using the double-bucket system, or micro-fiber system saturate a wiping cloth with EPA-registered hospital disinfectant solution; wring damp dry, and wipe to remove soil from radiator or convactor. Some convectors may be removed for cleaning. Utility sink may be used, if available. Use stepladder when necessary.

Dispose of waste. Ensure that all equipment is cleaned and returned to storage at the end of shift.

Light Fixture Cleaning

1. *Purpose*

To establish a procedure for the proper and safe cleaning of light fixtures.

2. *Equipment*

- Backpack vacuum (HEPA preferred)
- Personal Protective Equipment (PPE) – Gloves, goggles for high cleaning

- Step ladder

3. *Cleaning Products*

- General-purpose cleaner
- Window cleaner/glass cleaner

4. *Supplies*

- Double plastic pail
- Screwdriver
- Wet Floor/Caution signs
- Wiping cloths

5. *Procedures*

- a. Put one gallon of water into each side of the double pail. Add prescribed amount of general-purpose cleaner to the wash side. Proceed to work site.
- b. Turn off the light that is to be cleaned. If ladder is necessary to wash the fixture, set out Caution signs. Remove the light fixture diffuser. (A screwdriver may be required to remove fixture diffuser.)
- c. Vacuum dead bugs, debris, etc., from the fixture. Wash the entire fixture with a wiping cloth saturated with solution from the wash side of the double pail. Rinse with a clean wiping cloth, using water from the rinse side. Wipe dry with a clean wiping cloth.
- d. Take the diffuser to a large utility sink, preferably in the housekeeping aide closet. Wash it thoroughly with general-purpose cleaner. Rinse with clean water and wipe dry. The spray bottle of window cleaner may be necessary to eliminate any water spots; make sure fixture is completely dry. Re-install diffuser.
- e. Collect all equipment, and proceed to next fixture.
- f. At the end of the shift, clean all equipment and store in proper location. Soiled wiping cloths will be put in plastic bags and placed in designated area for transport to the laundry.

Public Area Cleaning

1. *Purpose*

To establish a procedure for the proper and safe daily cleaning of public areas (including offices, switchboard areas, chapels, auditoriums, conference rooms, classrooms, libraries, waiting rooms, day rooms, lounges and entrances).

2. *Equipment*

- Double-bucket mopping system, or micro-fiber mopping system
- Dust mop assembly
- Personal Protective Equipment (PPE)
- Vacuum cleaner (HEPA preferred)

3. *Cleaning Products*

- EPA-registered hospital disinfectant
- Glass cleaner/window cleaner
- General-purpose cleaner

4. *Supplies*

- Broom and dust pan
- Clear trash bags (all sizes)
- Counter brush or lobby broom
- Dust pan
- Hand mop
- Nylon brush
- Plastic pail
- Putty knife or edging tool
- Scrubbing pads
- Wet Floor/Caution signs
- Wiping cloths

5. *Procedures*

- a. Put out Caution signs.
- b. Fill plastic pail with one gallon of EPA-registered hospital disinfectant solution, or using a one-step product apply chemical surface using a micro-fiber cloth or wiping cloth.
- c. Empty the waste receptacle; clean interior and exterior, and replace plastic liner in the waste receptacle.
- d. Pull chairs away from the wall. Damp dust or wash window sills and other woodwork, radiators, chairs and other furniture, magazine racks, lamps, plaques and wall art, doors, ledges and partitions using clean wiping cloths and EPA-registered hospital disinfectant solution. Wipe dry with clean wiping cloth.
- e. Spot wash walls.

- f. Check the draperies, shades and/or mini blinds for dust. If draperies need to be cleaned, notify supervisor. Do not remove drapes without supervisor's approval.
- g. Dust mop and wet mop behind chairs; put chairs back where they belong. Then dust mop and wet mop the rest of the floor.
- h. Use putty knife to remove gum and soil from carpet. Vacuum carpet area.
- i. Report any items needing repair (including rough edges on furniture, frayed cords, burned out light bulbs, soiled upholstery and faulty equipment) to your supervisor.

Note: Soiled wiping cloths and mops should be placed in approved bag for transport to the laundry for cleaning. Employees assigned to public areas will clean areas thoroughly once each shift, and frequently recheck and touch up as needed, including furnishings, blinds and televisions. The public area employee will vacuum and spot clean carpet in these areas on a routine basis. All waste receptacles are to be emptied on each shift and more frequently, if needed.

Day rooms should not be cleaned while patients are eating. Be courteous and ask visitors to move for cleaning purposes. Lobbies, waiting areas and lounges are generally cleaned on the evening shift. Visitors, patients, etc. occupying these areas should be asked politely to move to another area for cleaning purposes.

Restroom Cleaning

1. Purpose

To establish a procedure for the proper and safe cleaning of restrooms.

2. Equipment

- Double-bucket mopping system or microfiber mopping system
- Personal Protective Equipment (PPE)

3. Cleaning Products

- Bowl cleaner (acid)
- EPA-registered hospital disinfectant
- Non-abrasive cleaner
- Toilet bowl cleaner (non-acid)

4. Supplies

- Antiseptic and body soap
- Clear and bio-hazard trash bags (all sizes)

- Counter brush
- Dust mop assembly
- Dust pan
- Hand mop
- Paper towels
- Plastic pail
- Putty knife
- Toilet paper
- Scrub brush
- Wet Floor/Caution signs
- Wiping cloths

5. **Procedures**

- a. Place Caution signs. Courteously ask anyone who is not using the area to leave until the job is completed.
- b. Clean floor with dust mop. Pick up soil and debris with dust pan and counter brush, and deposit in waste receptacle.
- c. Deposit soiled linen in soiled linen bag.
- d. Clean inside of toilet with a toilet swab and outside of toilet with appropriate cleaning cloth. Do not use toilet bowl brush to clean seat or outside of toilet. Clean metal surfaces with a damp wiping cloth and EPA-registered hospital disinfectant. Remove stains with a non-abrasive cleaner, and rinse.
- e. Use acid bowl cleaner as needed to prevent stains. Make sure that directions are followed closely and that no other chemicals are mixed with the bowl cleaner. The mixing of chemicals can have dangerous effects.

Note: Use acid bowl cleaner only in toilet bowls and wall urinals. Acid bowl cleaner is to be used only on porcelain surfaces. Do not use acid bowl cleaner on sinks or wash basins, as they are enamel coated.

- f. Clean wall urinals with toilet swab, sponge, non-abrasive cleaner, bowl cleaner and EPA-registered hospital disinfectant.
- g. Clean glass surfaces (including mirrors) with glass cleaner and wipe dry with a paper towel. Mirrors should be spot free.
- h. Clean walls around and behind urinals and bowls with wiping cloth or sponge using a non-abrasive cleaner and EPA-registered hospital disinfectant. Clean wash basins and

soap dishes in the same manner. Work solution vigorously into the drains and under the lip of toilet bowl and wall urinal. Rinse and wipe up excess water with wiping cloths or sponge.

- i. Wipe down ledges, sills and room walls with wiping cloth and EPA-registered hospital disinfectant.
- j. Clean baby changing stations, where present. Dispose of the paper liner if used on the diaper-changing station. Wipe surfaces with a sporicidal cleaner, similar to that used for C. diff.
- k. Clean soap and paper towel dispensers, refill supplies as needed.
- l. Check and replace urinal blocks or air freshener where needed.
- m. Remove trash from waste receptacle, wipe receptacle with wiping cloth and replace liner. Use non-abrasive cleaner to remove stubborn stains.
- n. Use an EPA-registered hospital disinfectant. Vigorously wash shower walls and floor with scrubbing pad or scouring brush, paying particular attention to corners. Remove debris from drain. Run water through shower head for several minutes to help flush system.
- o. Mop floor using the double-bucket system or microfiber mopping system.

Clean and return all equipment to proper storage area. Deposit soiled cloths and mop heads in appropriate bags and send to soiled linen identified collection area for processing.

Shower Area Cleaning and Disinfecting

1. Purpose

To establish a procedure for proper cleaning/disinfecting of shower areas.

Note: Showers are to always be cleaned upon patient discharge. For occupied rooms, clean when soiled or at frequency determined by facility.

2. Equipment

- Buffer with floor brush
- Double-bucket mopping system or micro-fiber mopping system
- Personal Protective Equipment (PPE)

3. Cleaning Products

- EPA-registered hospital disinfectant

4. ***Supplies***

- Scrub/deck brush
- Wet Floor/Caution signs
- Wiping cloths

5. ***Procedures***

- a. Wear PPE equipment.
- b. Remove items left on floor of shower.
- c. Clean shower curtain or change as needed.

Note: Do not stand on tub sides to change shower curtains. Use a stepladder. Shower curtains should be cleaned per manufacturer's instructions. Change shower curtain when visibly soiled or at frequency determined by facility.

- d. Apply EPA-registered hospital disinfectant to walls and floor, and scrub using a scrub/deck brush.
- e. Run water through shower head for several minutes to help flush system (this helps prevent legionella from forming on shower head.)
- f. Clean shower head and chrome fixtures with EPA-registered hospital disinfectant, apply stainless steel polisher/cleaner if appropriate.
- g. Wipe/polish surfaces with a clean dry wiping cloth.
- h. Once per week, machine scrub floors using a buffer and appropriate floor brush.

Set out Caution signs, and damp mop floors with EPA-registered hospital disinfectant.

Sink Cleaning

1. ***Purpose***

To establish a procedure for the proper cleaning of sinks.

2. ***Equipment***

- Double-bucket mopping system, or micro-fiber mopping system
- Personal Protective Equipment (PPE)

3. ***Cleaning Products***

- EPA-registered hospital disinfectant

4. ***Supplies***

- Scrubbing pad
- Wet Floor/Caution signs
- Wiping cloths

5. ***Procedures***

- a. Clear all articles from sink.
- b. Wear gloves and safety goggles.
- c. Apply EPA-registered hospital disinfectant to metal surfaces to include faucets, valves, stoppers and soap dish.
- d. Clean all porcelain surfaces to include underside of rim above overflow opening and base of sink.
- e. Clean overflow opening by use of a folded cloth.
- f. Dry and polish all metal and porcelain with a clean dry wiping cloth.
- g. Clean all exposed pipes below the basin with a damp cloth. If pipes are nickel, polish frequently.
- h. Wash wall area near sink and rinse; dry with clean wiping cloth.

Place Caution signs and damp mop floors.

Stairwell Cleaning

1. ***Purpose***

To establish a procedure for the proper cleaning of stairwells.

2. ***Equipment***

- Backpack vacuum (HEPA preferred)
- Double-bucket mopping system or microfiber mopping system
- Dust mop assembly
- Personal Protective Equipment (PPE)

3. ***Cleaning Products***

- EPA-registered hospital disinfectant
- Neutral based cleaner

4. ***Supplies***

- Abrasive pad
- Counter brush
- Dust pan
- Putty knife
- Wet Floor/Caution signs
- Wiping cloths

5. ***Procedures***

- a. Prepare double-bucket mopping system, or micro-fiber mopping system in accordance with wet mopping procedure.
- b. Put out Caution signs at stairway entrance on each landing to be cleaned.
- c. Remove gum and other sticky substances from stairwell with putty knife.
- d. Dust mop top landing and steps. Remove debris with dustpan and counter brush. Counter brush may also be used to clean out corners, as needed.
- e. Clean banisters, railings, windows, sills and baseboards, doors and hardware with clean wiping cloths and EPA-registered hospital disinfectant solution. Use an approved hospital detergent and scrubbing pad to remove stains and finish buildup.
- f. Mop stairs and landings, using double-bucket system or microfiber mopping system.
- g. After area is dry to the touch, remove Wet Floor / Caution signs.
- h. Proceed to the next level or to next stairwell, as applicable repeat above steps.

At the end of the shift, clean all equipment and store in proper location. Soiled mop heads and wiping cloths will be put in plastic bags and placed in designated area for transport to the Laundry.

Wall Washing

1. ***Purpose***

To establish a procedure for the proper and safe technique to be used for wall washing.
Frequency varies by area, refer to room specific SOP.

2. ***Equipment***

- Double-bucket mopping system, or micro-fiber mopping system
- Personal Protective Equipment (PPE)
- Wall washing wands and pads

3. *Cleaning Products*

- EPA-registered hospital disinfectant
- Approved hospital detergent
- Non-abrasive cleaner

4. *Supplies*

- Plastic bags
- Wet Floor/Caution signs
- Wiping cloths

5. *Procedures*

- a. Put water in one bucket, and add a general-purpose cleaner according to manufacturer's directions. In the second bucket, put clear water. This will be the rinse bucket. If using a micro-fiber mopping system fill bucket to approved level place micro-fiber pads into solution for saturation.
- b. Attach absorbent washing pad to swivel tool.
- c. Set special wall-washing wringer attachment inside wringer of double bucket unit if using double bucket mopping system, if using micro-fiber pad apply solution and allow dwell time remove any residue.
- d. Set out Wet Floor/Caution signs.
- e. Insert washing pad into wash bucket. Wring out. Apply pad to area, beginning at the bottom of the wall and working upwards. Use a Figure 8 motion. Repeat process until reaching top of wall area being washed.
- f. After washing an area, rinse pad into rinse bucket. Wring out. Rinse wall, beginning at the top and working down this time. Dry with clean wiping cloth.
- g. Change solutions when necessary. Begin washing adjacent area, and repeat process.
- h. Heavy stains or heavy soil not removed by washing pad unit can be cleaned by dampened wiping cloth with a small amount of general-purpose cleaner. Rinse thoroughly, and dry with wiping cloth.

- i. Clean up any solution that ran on floor and other areas.

Clean and return all equipment to proper storage area, and place dirty wiping cloths and wall washing pads in plastic bags for laundering.

Window Screen Cleaning

1. Purpose

To establish a procedure and proper techniques for the care and cleaning of windows and screens.

2. Equipment

- Double-bucket mopping system or microfiber mopping system
- Personal Protective Equipment (PPE)

Note: Water hose, stepladder, screwdriver and adjustable wrench may be required in some instances. Window and screen must be installed in the same window frame they were removed from. On some windows, it will be necessary to number each window part as they are removed to ensure proper reinstallation.

3. Cleaning Products

- Window washing solution/glass cleaner

4. Supplies

- Hand squeegee
- Paint scraper
- Plastic pail
- Scrub brush
- Wet Floor/Caution signs
- Wiping cloths

5. Procedures

- a. Place Caution signs.
- b. Put one gallon of water into plastic pail, and add the prescribed quantity of window washing solution/glass cleaner. Change water as necessary. Remove windows and screen from window frame. *(Note: There are several styles of windows in medical centers. Contact your supervisor, if unsure how to open or remove window sections.)*

- c. Immerse wiping cloth in solution, and then wash window ledge and moldings. Use paint scraper to remove paint or other foreign matter. Wipe dry with cloth.
- d. Apply window cleaner with sprayer or squirt bottle. Wipe with rags, working into corners. Start at bottom and work toward the top, using both vertical and horizontal motions. In some cases, hand squeegees may be utilized. Wipe dry.
- e. Hose screen with water. Use scrub brush to thoroughly clean both sides. Rinse and let dry. *[Note: In some cases windows are washed without screens being removed from the window frames. Instead, the screens are vacuumed in place. Reinstall windows and screen (when applicable) in window frame.]*

Corridor Cleaning

1. Purpose

To establish a procedure for the proper cleaning of corridors

2. Equipment

- Double-bucket mopping system, or micro-fiber mopping system
- Dust mop assembly
- Personal Protective Equipment (PPE)
- Vacuum (HEPA preferred)

3. Cleaning Products

- EPA-registered hospital disinfectant
- Approved hospital detergent
- Glass cleaner/window cleaner

4. Supplies

- Plastic pail
- Putty knife
- Wet Floor/Caution signs
- Wiping Cloths

5. Procedures

- a. Waste removal if present, dust mopping and wet mopping are part of the general cleaning schedule, and are accomplished prior to or after the overall cleaning areas.

- b. Check light fixture for bugs and stains and clean as appropriate.
- c. Check ceiling vents and ensure they are free of dust and moisture buildup.
- d. Spot wash walls using general-purpose cleaner and wiping cloths. Wipe dry.
- e. Clean windows to include glass, sills, frame and hardware.
- f. Dust handrails then clean with an EPA-registered hospital disinfectant.
- g. Damp-dust doors and hardware, woodwork and partitions using the general-purpose cleaner and clean wiping cloth. Wipe dry.
- h. Polish all kick plates and door hardware.
- i. Use putty knife to remove any gum, tar, etc., from floors.
- j. Vacuum all carpeted areas.
- k. Clean drinking fountains as per SOP.
- l. Clean stairwells one floor up and one floor down following the service SOP.
- m. Return equipment and unused supplies to proper storage location. Place soiled rags and soiled mops in plastic bags for transport to laundry.

Waste Handling

Note: Waste handling is unique to each facility, and policies should reflect the local system.

1. Purpose

To establish safe methods for the safe handling, collection and removal of waste and debris from the Medical Center.

2. Equipment

- Covered waste cart
- Personal Protective Equipment (PPE)

3. Cleaning Products

- EPA-registered hospital disinfectant

4. Supplies

- Waste bags (all sizes/colors)
- Wiping cloths

5. ***Procedures***

A. General Waste Removal

1. Put on gloves.
2. Close, twist and tie knot in top of plastic waste receptacle liner while it is still in the container.
3. Use caution, looking for protruding objects in the waste containers. ***Never*** reach into or push down on the bag to compress waste.
4. Be certain to hold the bag far away from body.
5. Deposit bag of waste into container, waste chute, or covered EMS cart and take to waste compactor or dumpster. Do not set waste bags on floor.
6. Remove gloves and perform hand hygiene as per facility policy.
7. When waste cart is full, deliver to the dumpsters. Do not pile bags of waste around dumpster. Cardboard boxes should be broken down and placed in designated dumpster or area.
8. Wipe all surfaces of the waste container with an EPA-registered hospital disinfectant, and allow to air dry.

B. Regulated Medical Waste (RMW) Handling

1. ***Purpose***

To establish a procedure to ensure the proper removal and disposal of RMW, also known as Red Bag Waste.

2. ***Equipment***

- Covered waste cart
- Personal Protective Equipment (PPE)

3. ***Supplies***

- Plastic pail
- Sharps/needle boxes

- Waste bags – Red (all sizes)

4. ***Procedures***

- a. Put on gloves.
- b. Look for protruding objects or sharps in the waste container. ***Never*** place hands on or inside the container.
- c. Close, twist and tie knot in top of plastic waste receptacle liner while it is still in the container.
- d. Carry the bag away from body to avoid sharps injury or contaminating uniform.
- e. Place infectious waste in appropriate container, and take to proper location. Do not place both RMW and regular waste in same collection container. Keep separate.
- f. Wipe all surfaces of the waste container with an EPA-registered hospital disinfectant and allow to air dry.
- g. Reline container with appropriate waste liner.
- h. Remove gloves and perform hand hygiene.
- i. Transport the contaminated waste cart to the dock area, and place cart in designated holding area. Clean the waste cart weekly.
- j. Should at any time a leak develop from a contaminated waste bag/receptacle during the cleanup operation, follow the spill procedures.

Note: When picking up contaminated waste, gauge (or test-lift) weight of large red bag to allow for handling without brushing up against legs or body. It is a requirement that all large red bags be secured by twisting the top of bag and taping off to prevent any leakage.

- k. EMS is responsible for the daily inspection of needle disposal units; this will be done during daily housekeeping routines.
- l. On a daily basis, the housekeeper assigned to or covering an area should inspect the level of collectibles within each box. Boxes that are $\frac{3}{4}$ or fuller should be replaced at the time of inspection or inform supervisor.

The user will secure fill lids in the locked position so employee assigned to pick up waste can collect them. Housekeeping will ensure that the unit's outside surfaces and surrounding wall areas are damp wiped with EPA-registered hospital disinfectant when refills are exchanged.

Note: Contaminated needles are disposed of in boxes. Inspect and ensure that the unit can be handled safely prior to exchanging

ACTIONS
No food or beverages on housekeeping carts or in housekeeping closets, etc.
All housekeeping chemicals are stored in proper containers and labeled.
Dirty and clean areas are separated.
Linen covered, linen chutes locked.
Hallways clear, no unattended housekeeping carts or supplies. Remove clutter and fall hazards.
Housekeeping Carts are secure.
If a patient is on isolation precautions, all appropriate measures in place to include wearing proper PPE.
Strict hand hygiene before and after cleaning rooms.
Staff competency validation records current.
Name badges properly worn by all staff.
Ensure Bed Management System (BMS) is up to date
No boxes on floor. Remove all empty corrugated boxes from housekeeping closets and EMS storage areas.
Nothing within 18 inches of sprinkler heads.
Know where SDS are located. (Electronic or hard copies in EMS & Industrial Hygiene Offices)
Know location of fire extinguishers and fire alarm pull stations.
All cleaning logs are up to date.
Doors may NOT be propped open – no exceptions.