



State University
of New York

ENVIRONMENTAL SERVICES PROCEDURES

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Patient Areas: Clean Utility Rooms

Purpose: To keep the clean utility room free of dirt, dust and clutter, on a daily basis and to ensure a clean environment.

- Procedure:**
1. With gloves and proper PPE's (Personal Protective Equipment), pick up trash at least twice per day, more as needed.
 2. Damp-wipe ceiling, lights, ledges, vents, etc.
 3. All cabinets will be wiped with a damp cloth, especially around the handles.
 4. Visually inspect and spot wash walls and doors.
 5. Clean counters.
 6. All chrome will be wiped clean of all spots and stains.
 7. Clean windows and sills, if applicable.
 8. Restock supplies as required.
 9. Place wet floor sign at the entrance to the room.
 10. Damp mop the floor with neutral cleaner, allow to dry, remove sign.
 11. Clean and replace equipment in a neat, orderly fashion.

References: HICPAC 2003, Section E, Environmental Services