

**Section 7: Principles of Cleaning and  
Disinfecting Environmental Surfaces**

Policy number: **7.13**

Subject: **Care and Storage of Cleaning  
Supplies and Utility Rooms**

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## **1 PURPOSE**

- 1.1 Cleaning equipment and storage rooms require attention to avoid cross-transmission of microorganisms and growth of microorganisms that can easily occur in dirty environments.

## **2 POLICY**

- 2.1 Sufficient environmental cleaning rooms or closets must be provided throughout the health facility to maintain a clean and sanitary environment. All chemical cleaning agents and disinfectants need to be appropriately labelled and stored in a manner that eliminates risk of contamination, inhalation, skin contact or personal injury. Chemicals must be clearly labelled with Supplier or Workplace Labels in accordance with Workplace Hazardous Materials Information System (WHMIS) legislation and a Material Safety Data Sheet (MSDS) must be readily available for each item in case of accidents.
- 2.2 Workers will be provided WHMIS training on how to safely prepare, use, mix, store, discard each chemical, and what PPE is required for each product. Eyewash stations must be within 10 seconds of locations where chemicals are used / mixed / prepared.

## **3 PROCEDURE**

- 3.1 **Environmental Cleaning Rooms/Closets:** are used by environmental cleaners who perform environmental cleaning duties (also referred to as “housekeeping duties”) in the health facility. In general, an environmental cleaning room or closet:
- 3.1.1 Is a dedicated room, not used for other purposes
  - 3.1.2 Shall be maintained in accordance with good hygiene practices
  - 3.1.3 Should have appropriate personal protective equipment (PPE) available
  - 3.1.4 Should have an appropriate water supply and a sink/floor drain
  - 3.1.5 Should be well ventilated
  - 3.1.6 Should have suitable lighting

- 3.1.7 Should be easily accessible in relation to the area it serves
- 3.1.8 Should have locks fitted to all doors
- 3.1.9 Should be appropriately sized to the amount of materials, equipment, machinery and chemicals stored in the room/closet and allow for proper ergonomic movement with the room/closet
- 3.1.10 Should never contain personal clothing or grooming supplies, food or beverages
- 3.1.11 Shall have chemical storage that ensures chemicals are not damaged and may be safely accessed
- 3.1.12 Should be free from clutter to facilitate cleaning
- 3.1.13 Should be designed so that, whenever possible, buckets can be emptied without lifting them
- 3.1.14 Personal Protective Equipment (PPE) will be available in each storage area, and on each cleaning cart for the use of each worker.
- 3.1.15 Should have ready access to an eye wash station if chemicals are prepared or poured in this location.
- 3.2 **Cleaning Equipment:** requires attention to avoid cross-transmission of microorganisms and proliferation of microorganisms in dirty environments:
  - 3.2.1 Tools and equipment used for cleaning and disinfection must be cleaned and dried between uses (e.g. mops, buckets, rags)
  - 3.2.2 Mop heads and cloths should be laundered **daily** and dried thoroughly before storage
  - 3.2.3 Cleaning equipment shall be well maintained, clean, and in good repair
  - 3.2.4 Cleaning carts:
    - 3.2.4.1 Should have a separation between clean and soiled items
    - 3.2.4.2 Should never contain personal clothing or grooming supplies, food or beverages
    - 3.2.4.3 Should be thoroughly cleaned at the end of the day
  - 3.2.5 All cleaning products should be appropriately labeled and stored safely
  - 3.2.6 Cleaning agents and disinfectants must be clearly labeled with Supplier or Workplace Labels in accordance with Workplace Hazardous Material Information System (WHMIS), and MSDS must be readily available for each item

- 3.2.7 Automated dispensing systems e.g., a pump, which are monitored regularly for accurate calibration, are preferred over manual dilution and mixing
- 3.2.8 NOTE: If automated dispensing systems are not available in the health facility, measuring cups should be used to ensure proper concentrations. Refer to *FNIHB-OR Environmental Cleaning Procedure Manual*, Section 8. Step-By-Step Procedures.
- 3.2.9 Disinfectants should be discarded after the expiry date
- 3.2.10 Disinfectant bottles should never be topped up
- 3.2.11 Each toilet should have a dedicated toilet brush and container that is discarded weekly, or upon discharge of each person in that room
- 3.3 **Soiled Utility Rooms:** may be used to clean soiled client equipment such as commode chairs. A soiled utility room/workroom should:
  - 3.3.1 Be physically separate from other areas, including clean supply/storage areas/clean linen storage
  - 3.3.2 Be designed to minimize the distance from point-of-care
  - 3.3.3 Have a work counter and clinical sink with hot and cold faucets **if it is being used to clean equipment**
  - 3.3.4 Have a dedicated hand washing sink with both hot and cold running water
  - 3.3.5 Have adequate space to permit the use of equipment required for the disposal of waste
  - 3.3.6 Have PPE available to protect staff during cleaning and disinfecting procedures
  - 3.3.7 Be adequately sized within the health facility
  - 3.3.8 Not be used to store unused equipment.
- 3.4 **Clean Supply Room:** is used to store clean supplies and equipment. A clean supply room/area should:
  - 3.4.1 Be separate from soiled workrooms or soiled holding areas
  - 3.4.2 Be adjacent to usage areas and easily available to health care providers and environmental cleaning personnel
  - 3.4.3 Should have limited access and should not be located in a thoroughway
  - 3.4.4 Be equipped with a work counter and dedicated hand washing sink if used for preparing client care items

- 3.4.5 Be able to keep supplies free from dust and moisture and stored off the floor
- 3.4.6 Open shelves are acceptable in designated clean storage rooms, including linen storage; however, if mesh-type shelving is used, the bottom shelf should be covered or items stored in clean bins on the shelf to protect items from damage or soiling during cleaning of the floor under the shelves
- 3.4.7 Cleaning should be performed on a regular schedule to remove dust from floors and shelves. Vacuuming with a Hepa filtered vacuum, or damp mopping only is permitted in a supply room where clean and sterile supplies are stored to minimize dust from becoming airborne.
- 3.4.8 Supplies should be rotated “first in, first out” so that the oldest supplies are used first
- 3.4.9 To prevent water damage, no client items, or items that may be damaged with water should be placed under sinks, or other areas with water pipes
- 3.4.10 Items should be removed from shipping boxes before storage to prevent contamination with soil/debris that might be on the packing containers

#### 4 REFERENCES

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