

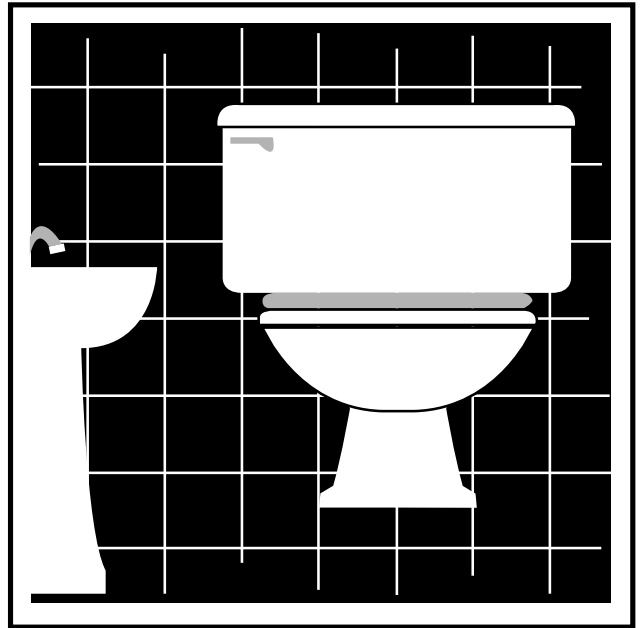
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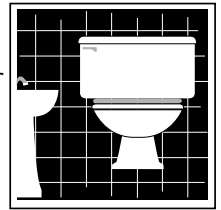
on CD ROM!

College of Knowledge

Restroom Sanitation Seminar



●●●● *End User Module*



End User Module

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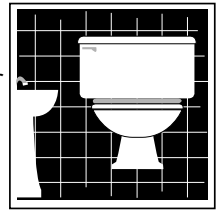
Liquid Life Form Bio Augmentation Digestive Cycle

pH Scale of Dirt, Soils and Greases

Typical pH Scale of Restroom Chemistry

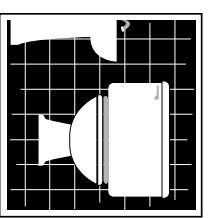
Vancomycin Resistant Enterococcus

* 3 Dimensional Virtual Reality training available on CD-ROM for this module from your distributor.

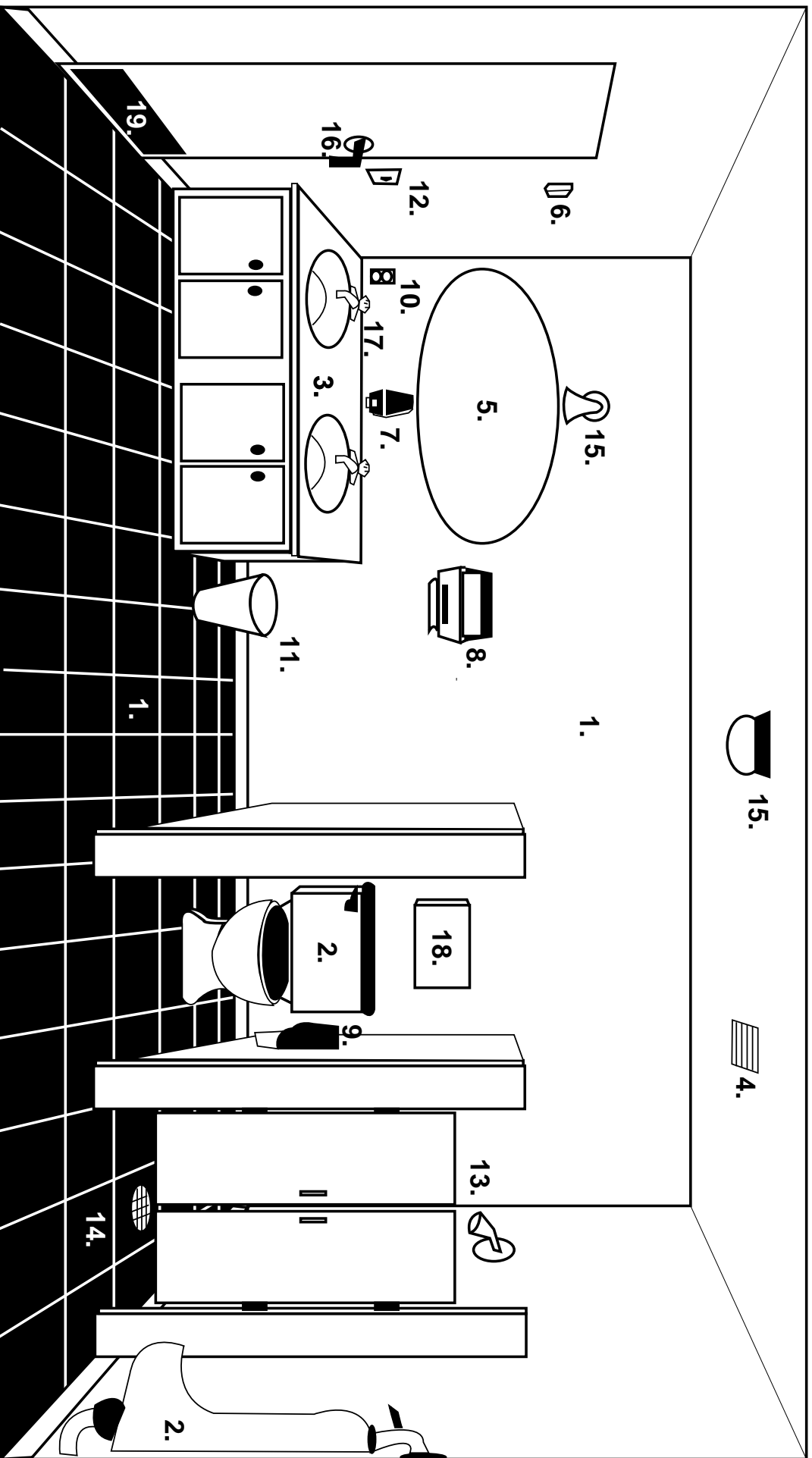


List of Personnel & Their Responsibilities

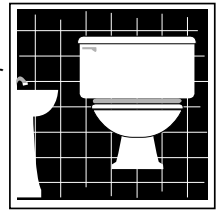
<u>Position</u>	<u>Responsibility</u>
Receptionist	Screen-out salesmen; can also be source of important information
Purchasing Agent Owner Plant Manager/Superintendent Facility Administrator	Seek to achieve greatest results (service, quality, delivery) at lowest possible cost. (Note: Cost = Labor expense + product expense)
Executive Housekeeper Buildings & Grounds Manager Production Manager Manager of Environmental Services	Must balance the happiness of his/her customers with employee's needs (OSHA, EPA, etc...) while maintaining a positive posture
Plant Engineer Quality Assurance Manager Safety Manager	Involved heavily in all plant/facility concerns with emphasis on safety, quality and productivity
Maintenance Supervisor Involvement Teams (all areas) Department Supervisor Athletic Director Tennis/Racquet Ball Program Director Office Manager Chief Mechanic/Parts Manager	Responsible for specific areas. Limited number of people and square footage under their control. Expected to achieve all safety, quality, productivity goals set forth by above positions
Janitors Cleaning Technicians Housekeeper Floor Crew/Night Crew Maids	Expected to accomplish maintenance and sanitation objectives with fewer people than job may require



Restroom Overview: Important Areas to Disinfect



- | | | | | |
|--------------------|-------------------|---------------------------|-----------------|------------------------|
| 1. Walls/Floor | 5. Mirrors | 9. Toilet Paper Dispenser | 13. Shower | 17. Faucets |
| 2. Urinal & Toilet | 6. Air Care | 10. Outlet | 14. Drain | 18. Toilet Seat Covers |
| 3. Lavatory | 7. Soap Dispenser | 11. Waste Basket | 15. Lights | 19. Kickplate |
| 4. Air Vent | 8. Paper Towels | 12. Light Switch | 16. Door Handle | College of Knowledge |



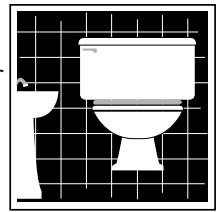
Restroom Sanitation Audit Form

Restroom Materials Requirement Planning (MRP)

- 1) Safety
 - a. Restroom closed/wet floor sign
 - b. Gloves
 - c. Goggles
 - d. Properly labeled chemistry
 - e. Bloodborne pathogen clean up kit

- 2) Chemistry
 - a. Toilet bowl/urinal cleaner disinfectant (acid/non acid)
 - b. Germicidal cleaner (concentrate/RTU)
 - c. Neutral damp mop cleaner disinfectant
 - d. Glass/mirror cleaner
 - e. Creme cleanser
 - f. Heavy duty cleaner/reg. (for heavy soil/grease)
 - g. Mild acid tile/grout cleaner
 - h. Stainless steel cleaner
 - i. Liquid life form drain maintainer/opener
 - j. Shower room cleaner
 - k. All purpose cleaners (concentrate/RTU)
 - l. Graffiti remover
 - m. Odor counteractant

- 3) Sanitation Tools
 - a. Maids' cart
 - b. Mop bucket & wringer
 - c. Wet mop & handle
 - d. Dust mop
 - e. Dust pan
 - f. Broom
 - g. High duster
 - h. Squeegee
 - i. Door stop
 - j. Cart mounted trash bag
 - k. Putty knife
 - l. Biohazard bag
 - m. Pump-up sprayer
 - n. Wipes (disposable)
 - o. Corner broom
 - p. Bowl swab & caddy
 - q. Measuring cup

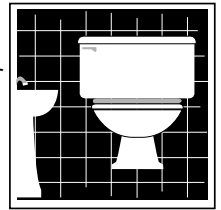


Restroom Sanitation Audit Form

Restroom Materials Requirement Planning (MRP) (continued)

- 4) Dispenser Refills & Supplies
 - a. Hand towels
 - b. Toilet paper
 - c. Toilet/urinal blocks
 - d. Urinal screens
 - e. Deodorized gels/sprays
 - f. Toilet seat covers
 - g. Feminine hygiene
 - h. Hand soap
 - i. Trash can liners

- 5) Audit Tools
 - a. Lip light
 - b. Black light
 - c. Color change dye bowl cleaner
 - d. Checklist

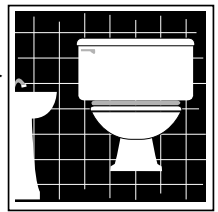


Generally Accepted Time Standard's for Restroom Sanitation by the ISSA ¹

Restroom Sanitation

A. Cleaning	Time
Toilet	2.5 min.
Hand sink	3 min.
Mirror	.5 min.
Sanitary napkin dispenser	1 min.
Bathroom shelf	1 min.
Shower stall	8 min.
Urinal	2.5 min.
Utility Sink	2.5 min.
Soap dispenser	.25 min.
Paper towel dispenser	.5 min.
Bathtub	5 min.
B. Restocking of bathroom dispensers	Time
Folded paper towels	1.25
Sanitary napkins	2 min.
Toilet seat covers	.5 min.
Roll paper towels	2 min.
Toilet paper	.5 min.
Hand soap	1 min.
C. General washroom maintenance cleaning, sanitizing and restocking	Time (time per 100 sq. ft./92.9 sq. m.)
Restrooms	90 min.
Restroom and locker room combinations	120 min.
D. Window Washing	Time (time per 1000 sq. ft./92.9 sq. m.)
Interior using a squeegee	75 min.
Interior using a spray and wiper	
Windows	
(12 sq. ft./1.1 sq. m. or under)	100 min.
(over 12 sq. ft./1.1 sq. m.)	35 min.
Exterior	
Single pane double sash	120 min.
Multi-pane double sash	160 min.
Plate glass	30 min.
E. Wall Washing	Time (time per 1000 sq. ft./92.9 sq. m.)
Painted walls (manual)	200 min.
Painted walls (machine)	100 min.
Marble walls (manual)	100 min.

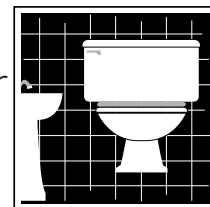
¹ Information taken from ISSA (International Sanitary Supplies Association)



Restroom

Chemicals & Related Product Listing

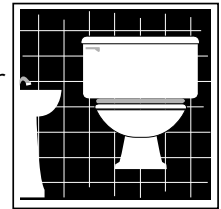
<u>Area</u>	<u>Chemical</u>		<u>Related Product</u>	
Toilets, Urinals, Stalls	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Floors	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Walls	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Dispensers	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Sinks	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Showers, Lockers, Whirlpools	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Maids' Cart	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____



Departmental Product Listing

Product	Hosp Type	Gen Disinf	USDA	Dilu Rates	Toilets/Urinals Daily/Weekly	Mirrors,Stalls Dispensers, Sinks Daily	Ceilings & Walls Monthly	Floors Monthly	General Specialty
302 D/T Bowl Cleaner	-	Yes	C2	*RTU	For weekly/daily cleaning & disinfection of toilets & urinals.				For weekly cleaning & disinfection of toilets & urinals.
303 Toilet Bowl Cleaner	-	Yes	C2	*RTU	For interim cleaning & disinfection of toilets & urinals.				
305 T/C Bowl/ Tile Porcelain Cleaner	-	Yes	C2	*RTU	For weekly/daily cleaning & disinfection of tubs, tile, porcelain, grout & fiberglass, toilets & urinals	For cleaning & disinfection of tubs, tile, porcelain, grout & fiberglass.	For cleaning & disinfection of tubs, tile, porcelain, grout & fiberglass.		For cleaning & disinfection of tubs, tile, porcelain, grout & fiberglass.
315 N/P Bowl Cleaner	-	Yes	C2	*RTU	For weekly/daily cleaning & disinfection of toilets & urinals.				
320 N/A Bowl & Bathroom Cleaner	Yes	-	C2	*RTU	To be used daily for cleaning & disinfection of toilets, urinals & other hard surfaces.	To be used daily for cleaning & disinfection of hard surfaces.	To be used monthly/daily for cleaning & disinfection of hard surfaces.		To be used daily for cleaning & disinfection of hard surfaces.
325 T/N/A Bowl & Bathroom Cleaner	Yes	-	C2	*RTU					
330 Automatic Toilet Bowl Cleaner	-	Yes	NA	*RTU	For control of metal & other deposits deposits on toilet interior (tank).				
400 Bacterial Digestant Deodorant	-	-	C1 & L2	*RTU	Treatment of floor drains, slop sinks, urinals, toilets & lavatories. (Twice weekly)				Treatment of floor drains, slop sinks, urinals, toilets & lavatories. (Twice weekly)
402 Bio-Enzymatic Drain Opener	-	-	L2	*RTU	Opening clogged or slow drains	Opening clogged or slow drains	Opening clogged or slow drains	Opening clogged or slow drains	Opening clogged or slow drains
410 Acidulous Quarry Tile Renovator	-	-	C2 & A3	5 oz/ gal			For deep cleaning of cement & quarry tile. (Interim maintenance.)	For deep cleaning of cement & quarry tile floors. (Interim maintenance)	For deep cleaning of cement & quarry tile floors. (Interim maintenance)
415 O/S Foaming Disinfectant Cleaner	-	Yes	-	3/4 oz.			For deep cleaning of cement & quarry tile floor. (Interim maintenance.)	For deep cleaning and disinfection of cement & quarry tile. (Interim maintenance.)	For deep cleaning and disinfection of cement & quarry tile. (Interim maintenance.)
420 Glass, Plastic & CRT Cleaner RTU	-	-	A1	*RTU		Mirrors, windows & all glass & plastics. (Daily)			Mirrors, windows & all glass & plastics. (Daily)

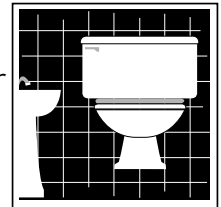
* RTU = Ready to use



Departmental Product Listing

Product	Hosp Type	Gen Disinf	USDA	Dilu Rates	Toilets/Urinals Daily/Weekly	Mirrors,Stalls Dispensers, Sinks Daily	Ceilings & Walls Monthly	Floors Monthly	General Specialty
421 Glass, Plastic & CRT Cleaner Concentrate	-	-	A1	12 oz/gal		Mirrors, windows & all glass & plastics. (Daily)			Mirrors, windows & all glass & plastics. (Daily)
430 Creme Cleanser	-	Yes	A6	*RTU	Used to clean chrome & toilets with stubborn stains. (Daily, weekly, monthly)	Used to clean sinks, chrome & stainless steel. (Daily, weekly, monthly)			Used to clean sinks, chrome & stainless steel. (Daily, weekly, monthly)
700 Multi-Purpose Synthetic Detergent Complex	-	-	A4	3 oz/gal				Daily damp mopping of resilient tile floors & deep cleaning of resilient tile flooring with blue pad before recoating. (Interim maintenance)	
701 Economy Multi-Purpose Synthetic Detergent Complex	-	-	A4	3 oz/gal					
702 No RinseDamp Mop Cleaner	-	-	C1	2 oz/gal				Daily damp mopping of resilient tile floors & deep cleaning of resilient tile flooring with blue pad before recoating. (Interim maintenance)	
703 Low Suds Automatic Scrubber Floor Cleaner	-	-	A4	3 oz/gal				Deep cleaning of resilient tile flooring with blue pad on automatic scrubber before recoating. (Interim maintenance)	
704 Rinse Free Floor Stripper	-	-	A4	13 oz/gal				Stripping finished floors. (Interim maintenance)	
706 Butyl Free Low Odor UHS Floor Stripper	-	-	A4	13 oz/gal				For removal of heavy buildup of finish on floors, baseboards & PPD. (Interim maintenance)	
710 Color Indicated Floor Neutralizer	-	-	NA	2 oz/gal				For removal of alkaline residue from resilient tile floors after stripping.	

*RTU = Ready to use

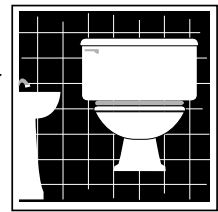


Departmental Product Listing (continued)

Product	Hosp Type	Gen Disinf	USDA	Dilu Rates	Toilets/Urinals Daily/Weekly	Dispensers, Sinks Daily	Ceilings & Walls Monthly	Floors Monthly	General Specialty
725 Water Based Dust Mop Treatment	-	-	NA	*RTU				For daily dust mopping of most hard floors & surfaces	
800 N/D Neutral Germicidal Cleaner	Yes	-	D1	2 oz/gal	For general hospital-type disinfection of hard surfaces.	For general hospital-type disinfection of hard surfaces.	For general hospital-type disinfection of resilient floors & other hard surfaces.	For general hospital-type disinfection of resilient floors & other hard surfaces.	For general hospital-type disinfection of hard surfaces.
801 H/D/Q Germicidal Cleaner	Yes	-	C1	0.5 oz/gal	} For general & hospital-type disinfection of hard surfaces.	} For general & hospital-type disinfection of hard surfaces.	} For general or hospital-type disinfection of hard surfaces.	} For general & hospital-type disinfection of resilient floors & other hard surfaces.	} For general & hospital-type disinfection of hard surfaces.
802 H/F Disinfectant Cleaner	-	Yes	C1	5 oz/gal					
805 Neutral Germicidal Cleaner	Yes	-	C1	1 oz/gal					
804 G/P Non-Acid Disinfectant Cleaner	Yes	-	C2	*RTU	For general spray & wipe cleaning & disinfection.	For general spray & wipe cleaning & disinfection.	For general spray & wipe cleaning & disinfection.		For general spray & wipe cleaning & disinfection.
810 T/B Concentrate Hospital Disinfectant Cleaner	Yes	-	NA	1 oz/gal	For TB kill, general disinfection & bloodborne pathogen standard compliance.	For TB kill, general disinfection & bloodborne pathogen standard compliance.	For TB kill, general disinfection & bloodborne pathogen standard compliance.	For TB kill, general disinfection & bloodborne pathogen standard compliance.	For TB kill, general disinfection & bloodborne pathogen standard compliance.
903 Food Service Foaming Degreaser	-	-	A1	12 oz/gal		For removal of heavy organic grease/oil buildup. (Weekly, monthly)	For removal of heavy organic grease/oil buildup on, walls. (Weekly, monthly)	For removal of heavy organic grease/oil buildup on floors & walls. (Weekly, monthly)	For removal of heavy organic grease/oil buildup on floors, walls, etc. (Weekly, monthly)
904 Citrus Foaming Spray & Wipe Cleaner	-	-	NA	*RTU	} For general degreaser spray & wipe application where no disinfectant is required.	} For general degreaser spray & wipe application where no disinfectant is required.	} For general degreaser spray & wipe application where no disinfectant is required.	} For general degreaser spray & wipe application where no disinfectant is required.	} For general degreaser spray & wipe application where no disinfectant is required.
910 Industrial Strength Spray & Wipe Cleaner	-	-	NA	*RTU					
Degreaser	-	-	NA	*RTU					
** 1000 Semi-Permanent Resilient Floor Sealer	-	-	NA	*RTU				For sealing resilient tile before applying floor finish.	
**1018 Highly Durable Premium Floor Finish	-	-	NA	*RTU				} Applying finish to the floor after sealing.	
**1021 Urethane Fortified Burnish Floor Finish	-	-	NA	*RTU					
**1022 Ultra High Speed Floor Finish	-	-	NA	*RTU					
**1025 High Performance Premium Floor Finish	-	-	NA	*RTU					

*RTU = Ready to use

** Exceeds UL Standards

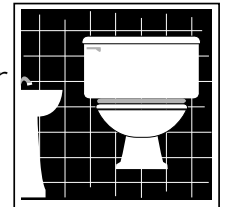


Departmental Product Listing (continued)

Product	Hosp Type	Gen Disinf	USDA	Dilu Rates	Toilets/Urinals Daily/Weekly	Dispensers, Sinks Daily	Ceilings & Walls Monthly	Floors Monthly	General Specialty
1040 High Speed Mop-On Floor Restorer	-	-	NA	42 oz./gal.				For mop-on restoring with high speed buffing procedures. (Daily)	
1041 Multi-Purpose Rejuvenator	-	-	NA	42 oz./gal.				For mop on, spray buffing and auto-scrubber restoration. (Daily)	
1100 Traffic Lane, Bonnet Cleaner & Solvent Spotter	-	-	NA	*RTU spot 16 oz./gal bonnet				For spot cleaning/ bonnet cleaning or pre-spraying of walk-off mats & carpeting in non-food processing areas. (Daily) For pre-spray treatment before extraction.	
1110 Extraction Carpet Concentrate	-	-	NA	2 oz./gal				For extraction cleaning of walk-off mats & carpeting in non-food processing areas. (Interim maintenance)	
1120 Dry Foam Carpet Shampoo	-	-	NA	16 oz./gal				For rotary shampoo cleaning of walk-off mats & carpeting in non-food processing areas. (Interim maintenance)	
1130 Foam Control Agent	-	-	NA	1 oz./5 gal				Defoaming agent for extractors & auto scrubbers in non-food processing areas. (Interim maintenance)	
1140 Bio-Clenz Spot Cleaner	-	-	NA	*RTU				Walk-off mat/carpet spotter for organic food-based stains in non-food processing areas. (Interim maintenance)	
1150 Tannin Spotter	-	-	NA	*RTU				Walk-off mat/ carpet spotter for rust, urine stains & water spots in non-food processing areas.	

*RTU = Ready to use

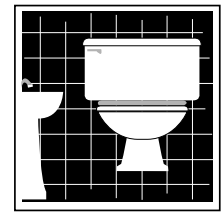
** Exceeds UL Standards



Departmental Product Listing (continued)

Product	Hosp Type	Gen Disinf	USDA	Dilu Rates	Toilets/Urinals Daily/Weekly	Dispensers, Sinks Daily	Ceilings & Walls Monthly	Floors Monthly	General Specialty
1160 C/S Carpet Extraction Concentrate	-	-	NA	2 oz/gal				Extraction shampoo for EPA- registered sanitization of walk-off mats & carpets in non-food processing areas.	
1170 Carpet & Upholstery Protectant	-	-	NA	42 oz/gal				For stain protection of all walk-off mats & carpeted areas in non-food processing areas.	
1210 Stainless Steel Cleaner Polish	-	-	Y	RTU		For use when polishing stainless steel dispensers, sinks & decor.			For use when polishing stainless steel dispensers, sinks & decor.
1220 Glass, Plastic & CRT Cleaner	-	-	Y	RTU					For cleaning of mirrors, glass walls, doors & signs
1230 Disinfectant Deodorant	Y	-	Y	RTU	Daily surface spray disinfection & deodorizing of toilets, sinks, urinals, knobs, handles & dispensers.	Daily surface spray disinfection & deodorizing of toilets, sinks, urinals, knobs, handles & dispensers.			Daily surface spray disinfection & deodorizing of toilets, sinks, urinals, knobs, handles & dispensers.
1240 Foaming Disinfectant Cleaner	Y	-	Y	RTU	Daily cleaning & disinfection of all hard, non-porous surfaces	Daily cleaning & disinfection of all hard, non-porous surfaces	Daily cleaning & disinfection of all hard, non-porous surfaces		Daily cleaning & disinfection of all hard, non-porous surfaces
1250 Chewing Gum Remover	-	-	Y	RTU					Removal of chewing gum from fabrics & carpet
1260 Flying Insecticide	-	-	Y	RTU					Nicely fragranced flying insecticide
1270 Residual Insecticide	-	-	Y	RTU					For crawling insects
1280 Wasp & Hornet Insecticide	-	-	Y	RTU					Wasp & Hornet Long-Range Killing

*RTU = Ready to use



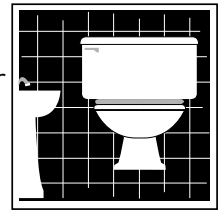
Departmental Product Listing (continued)

Product	VRE	MRSA	Antimicrobial Antiseptic	Aloe Vera	Petroleum Dist.	USDA Auth.	Uses
500 Lotion Hand Cleaner	-	-	-	Y	N	E-4	Regular hand washings not requiring antibacterial claims.
505 Antiseptic Lotion Cleanser	Y	N	Y	Y	N	E-4	Regular hand washings requiring antibacterial, antimicrobial or antiseptic claims.
510 Anti-Microbial Lotion Hand Cleaner	Y	Y	Y	Y	N	E-2	Regular hand washings requiring antibacterial, antimicrobial or antiseptic claims. Triclosan is a bit more gentle to the skin than PCMX.
515 Instant Hand Sanitizer (gel-type)	Y	Y	Skin Sanitizer	Y	N	E-4	Utilized when multiple hand washings are required or running water and/or towels are not accessible.
520 Gentle Hair & Body Wash	N	N	N	Y	N	E-4	Hair and body wash or utilize as a luxury hand soap.
525 Hand & Body Lotion	N	N	N	Y	N	E-4	Utilized when a hand and body lotion is required due to frequent hand washings or dry conditions. Also used heavily by those individuals required to wear latex gloves and when glove integrity is of absolute importance.
530 Industrial Strength Grit Hand Cleaner (water based)	N	N	N	Y	N	E-4	Utilized by maintenance personnel, etc. Best used when grease and oil are to be removed. Active ingredients are D'Limonene and grit.
535 Waterless Lotion Skin Cleanser	N	N	N	Y	Y	E-4	} Utilized for grease, oil and heavy soil removal from hands when a water source is not accessible.
540 Water Lotion Grit Cleanser	N	N	N	Y	Y	E-4	
545 Waterless Paste Hand Cleaner	N	N	N	Y	Y	E-4	
550 Waterless Paste Hand Cleaner (grit-type)	N	N	N	Y	Y	E-4	

Product Dilu Rates All Departments Requiring Deodorization

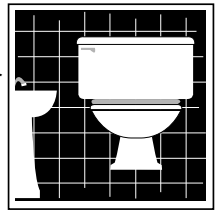
600 Liquid Malodor Counteractant (Lemon)	1 oz./gal. 12 oz./gal. *RTU	Utilized to eradicate unwanted odors from carpets, upholstery, defined spaces.
601 Liquid Malodor Counteractant (Vanilla)	1 oz./gal. 12 oz./gal. *RTU	Utilized to eradicate unwanted odors from carpets, upholstery, defined spaces.
602 Liquid Malodor Counteractant (Peach Kiwi)	1 oz./gal. 12 oz./gal. *RTU	Utilized to eradicate unwanted odors from carpets, upholstery, defined spaces.
603 Liquid Malodor Counteractant (Harmony)	1 oz./gal. 12 oz./gal. *RTU	Utilized to eradicate unwanted odors from carpets, upholstery, defined spaces.

*RTU = Ready to use



Questions & Answers

- Question** What does the p and the H represent in the designation pH?
- Answer* Potential for Hydrogen
- Question** True or False. Chemicals with a pH less than 7 are alkaline in nature.
- Answer* False
- Question** Fill in the Blank. If a bowl cleaner contains Hydrochloric acid, it can only be used _____?
- Answer* Inside toilets and urinals only.
- Question** Phosphoric acid is found not only in bowl cleaner but in what other common retail product?
- Answer* Coke or Pepsi.
- Question** True or False. Twenty-three percent Hydrochloric acid bowl cleaners should only be utilized when extraordinary rust and mineral deposits exist and normally on an interim basis.
- Answer* True
- Question** Multiple choice. Twenty percent phosphoric bowl cleaners may be used:
- A. Inside toilet bowls and urinals
 - B. On restroom walls (ceramic)
 - C. On chrome flush handles
 - D. On quarry tile and other crowded surfaces
 - E. All of the above
- Answer* E. All of the above.
- Question** True or False. Restroom ceilings should be cleaned daily.
- Answer* False
- Question** Fill in the blank. All _____ surfaces should be dried thoroughly before the restroom sanitation is complete.
- Answer* Metal surfaces.
- Question** True or False. Whirlpooling the water in a toilet with a bowl swab and forcing it past the trap is an efficient technique for removing water from the bowl and exposing the water line.
- Answer* True
- Question** Fill in the blank. A _____ light is often utilized in identifying bacteria in a restroom in order to facilitate its proper sanitation.
- Answer* Black



Questions & Answers

Question True or False. Rather than masking odors with odor counteractant, it is best to identify what is causing the odor and terminate the source.

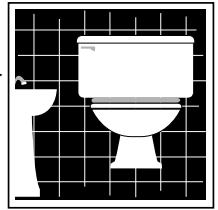
Answer True

Question True or False. All acids are corrosive.

Answer False

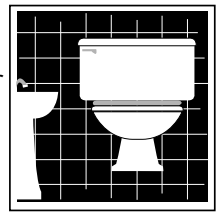
Question True or False. Walls should be washed from the bottom up and rinsed from the top down.

Answer True



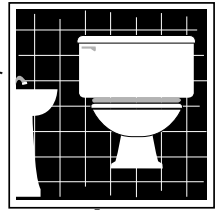
Glossary of Terms

Algae	Plants similar to fungi, but containing chlorophyll and other pigments
Algaecide	A chemical agent that kills algae
Antibiotic	A substance produced by a living organism which has the power to destroy or inhibit the multiplication of other organisms, especially pathogens
Antifoulant	A chemical agent that prevents growth of organisms on underwater structures
Antimicrobial Agent/Pesticide	Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest
Antimicrobial	Agents which destroy or control the growth of any bacteria, fungi, or virus pathogenic to man or animals. Antimicrobial products include sterilizers, disinfectants, virucides, sanitizers, bacteriostats, fungistats, and algaecides
Antiseptis	The destruction of microorganisms that cause disease, fermentation, or putrefaction; use of antiseptic methods and procedures
Antiseptic	A substance that inhibits or arrests the growth or action of microorganisms. Used especially in describing agents applied to living tissue. Also, pertaining to the use of antiseptics, as antiseptic surgery
Autoclave	An apparatus for sterilizing by means of super-heated steam under pressure
Bacillus	Any rod-shaped bacterium. Loosely used, any disease-producing bacterium
Bacteria	A wide range of microorganisms, usually one-celled. Many are disease-producing; others are active in processes such as fermentation or the conversion of dead organic matter of soluble food for plants
Bactericide	An agent that destroys disease germs, but not necessarily spores
Bactericidal	Pertaining to or having the characteristics of a bactericide
Bacteriostat	A product that retards or inhibits the growth or multiplication of bacteria
Broad Spectrum	Effective against a wide range of different types of microorganisms
Chelating Agent	Chemicals in a cleaner that increase the performance of the product by combining chemically with insoluble material such as hard water salts, making them soluble so that they (1) do not steal cleaning power (2) do not settle out leaving difficult to rinse films, and (3) do not combine with soap fats to form soap scum. They will dissolve such films that may have built up on a surface by use of deficient cleaners
Chronic	Continuing for a long time; constant
“Cide” or “Cidal”	A suffix that means “to kill”



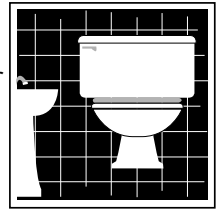
Glossary of Terms (continued)

Concurrent	Happening at the same time; a concurrent odor is one which appears at the same time or as the result of another action such as spillage
Conductive	The property in a surface or material which allows/allowing electricity to flow freely through it
Cross Infection	The transfer of disease or infection from one person to another
Culture	Cultivation or growth of bacteria in a prepared nutrient media
Culture Test	To take samplings from a surface and attempt to grow bacteria in a nutrient media from such samplings. Used to determine effectiveness of bactericidal cleaning. See scalpel test and swab test.
Disinfectant	A less lethal process than sterilization. It eliminates virtually all recognized pathogenic microorganisms but not necessarily all microbial forms (e.g., bacterial endospores) on inanimate objects.
Deodorizer	A chemical agent that prevents the formation of odors by acting upon microorganisms
Detergent Disinfectant	A product that is both a cleaner and a disinfectant
Environment	Surroundings; any area where there are organisms outside the human body
Fade-out	The loss of effectiveness of cleaning and/or disinfectant agents while in use
Fungi	Group of non-green plants that live by feeding on living or dead organisms
Fungicide	A chemical agent that destroys fungi
Fungistat	A chemical agent that inhibits the growth of fungi
Germ	“Catch-all” term for microorganisms
Germicide	Same as bactericide
Germistat	Same as bacteriostat
Gram Positive	A laboratory method of classifying disease by staining. Those bacteria that stain a deep (or negative) violet are gram positive. Those that are discolored and take on a contrast stain are gram negative. Method developed by Hans Christian Joachim Gram, 1853
Hard Water	Hardness is the solution in water of both calcium and magnesium ions. It is usually expressed in terms of calcium carbonate (CaCO ₃). Since hardness ions carry a positive charge, their presence can diminish the germicidal efficacy of quats by competing for the negative sites on the microorganism's cell wall. The adverse affect of hardness cations can be reduced with the addition of hardness chelants, such as EDTA, which form chemical bonds with the calcium and magnesium ions. In the United States, approximately 80% of the municipalities supply water with less than 250 ppm hardness.



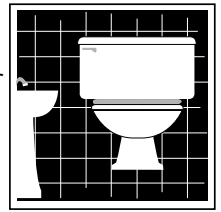
Glossary of Terms (continued)

Phenol	A figure indicating the bacteria-killing strength of a bactericide as compared to pure carbolic coefficient acid. A Phenol Coefficient of 10 indicates that the bactericide is 10 times as effective as carbolic acid in killing a particular organism
Phenol Coefficient	The ratio of the concentration of the product and the concentration of phenol required to kill certain bacteria in a specified time
Phenolics	A general term for bactericides based on synthetic phenols or phenolic derivatives
Preservative	A chemical agent or process that prevents deterioration of materials
Putrefaction	The decomposition of organic matter, especially by the action of bacteria, with the formation of foul-smelling, incompletely oxidized products
Quats or Quaternaries	A general term for bactericides bases or quaternary ammonium compounds
Sanitizer	An agent that reduces the number of bacterial contaminants to safe levels as determined by public health requirements. The term "sanitizing" generally refers to inanimate objects (particularly food-related utensils and equipment) and implies providing a satisfactory condition of cleanliness in addition to a safe bacterial level. Thus, detergent sanitizers combine cleaning and sanitizing. The same kinds of compounds that provide disinfecting action in cleansers and hard surface cleaners also contribute sanitizing capability.
Scalpel Test	A method of testing the effectiveness of a bactericidal cleaner by taking scrappings from a surface with a scalpel and incubating the scrappings in a nutrient medium to determine whether living bacteria remain after cleaning. See Swab Test
Selective	A chemical agent or combination of chemical agents which are destructive to a narrow range or specific group of pathogens
Sepsis	The invasion of bodily tissue by pathogenic bacteria
Slimicide	A chemical preparation that prevents, inhibits, or destroys biological slimes composed of combinations of microorganisms
Soil	Matter out of place. Organic soil relates to that which is or was living. Inorganic soil relates to, or composed of, matter other than animal or vegetable.
Spores	Reproductive bodies (or resistant resting cells) produced by certain bacteria not usually affected by bactericides
Sporicide	A chemical agent that destroys bacterial spores as well as vegetative forms of microorganisms
Staphylococcus Aureus	Bacteria causing numerous pus-forming infections, such as boils, ear and throat infections, pneumonia, meningitis, and many others



Glossary of Terms (continued)

Staphylococcus Epidermidis	Bacteria causing pus-forming infections of skin tissues
Sterilant	The use of agents generally known as sporicides intended to destroy or eliminate living microorganisms in a given environment. The highest level of disinfection available.
Sterile	The condition of being free from all forms of life, especially microorganisms
Sterilize	To destroy all organisms, including bacteria, spores, fungi and viruses
Streptococcus Viridans	Bacteria causing local infection, normally in the mouth, which in turn leads to symptoms of arthritis, neuritis and endocarditis
Suppurative Diseases	Those infections which generate pus
Swab Test	A method of testing effectiveness of a bactericidal cleaner by taking samples from a surface with a swab and incubating them in a nutrient medium to determine whether living bacteria remain after cleaning. Not an effective test since the swab removes only what is on the surface and may not pick up bacteria protected by soil. Scalpel test is preferred
Titration	The process of determining the strength of a solution, or the concentration of a substance in solution, in terms of the smallest amount required to bring about a given reaction with another known solution of substance
Toxins	A poison formed and secreted during the growth of pathogenic microorganisms
Type 2 Adenovirus	Virus causing numerous types of infections in man
Use Dilution	The ratio of product to water at which the product performs effectively, expressed in ounces per gallon or parts per 100
Vaccinia	A pox virus used for vaccination of man for immunity against smallpox
Viricide	Any agent which is destructive to a virus
Virus	The term for a group of pathogens which are barely visible or invisible under the ordinary microscope. They are not capable of growth or reproduction apart from living cells.



Cleaning and Sanitation Procedures Module

Handwashing ³

Handwashing is the single most important procedure for preventing nosocomial infections. Handwashing is defined as “a vigorous, brief rubbing together of all surfaces of lathered hands, followed by rinsing under a stream of water.” Although various products are available, handwashing can be classified simply by whether plain soap and/or detergents or antimicrobial-containing products are used. Handwashing with plain soaps or detergents (in bar, granule, leaflet, or liquid form) suspends microorganisms and allows them to be rinsed off. This process is often referred to as mechanical removal of microorganisms. Handwashing with antimicrobial-containing products kills or inhibits the growth of microorganisms. This process is often referred to as chemical removal of microorganisms.

When gloves are worn, handwashing is still recommended because gloves may become perforated during use and because bacteria can multiply rapidly on gloved hands.

Recommendations from the Center for Disease Control (C.D.C.)

A. Handwashing indications

- 1) In the absence of a true emergency, personnel should always wash their hands.
 - a. Before performing invasive procedures. (Category 1) *
 - b. Before taking care of particularly susceptible patients, such as those who are severely immunocompromised and newborns. (Category 1)
 - c. Before and after touching wounds, whether surgical, traumatic, or associated with an invasive device. (Category 1)
 - d. After situations during which microbial contamination of hands is likely to occur, especially those involving contact with mucous membranes, blood or body fluids, secretions, or excretions. (Category 1)
 - e. After touching inanimate sources that are likely to be contaminated with virulent or epidemiologically important microorganisms. These sources include urine-measuring devices or secretion-collection apparatuses. (Category 1)
 - f. After taking care of an infected patient or one who is likely to be colonized with microorganisms of special clinical or epidemiologic significance; e.g., multiple-resistant bacteria. (Category 1)
 - g. Between contact with different patients in high-risk units. (Category 1)
- 2) Most routine, brief patient-care activities involving direct patient contact other than that discussed in A.1 above do not require handwashing; e.g., taking blood pressure. (Category 2)
- 3) Most routine hospital activities involving indirect patient contact do not require handwashing; e.g., handing a patient medications, food, or other objects. (Category 1)

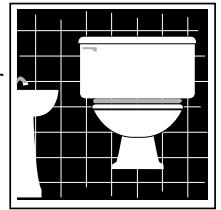


B. Handwashing technique

For routine handwashing, a vigorous rubbing together of all surfaces of lathered hands for at least 10 seconds, 15 seconds preferred, followed by thorough rinsing under a stream of water. (Category 1)

* See definitions of categories on following page

³ Information taken from *Guideline for Handwashing and Hospital Environmental Control*
U.S. Dept. of Health and Human Services - Center for Disease Control



Cleaning and Sanitation Procedures Module

Handwashing ³ (continued)

C. Handwashing with Plain Soap

- 1) Plain soap should be used for handwashing unless otherwise indicated. (Category 2)
- 2) If bar soap is used, it should be kept on racks that allow drainage of water. (Category 2)
- 3) If liquid soap is used, the dispenser should be replaced or cleaned and filled with fresh product when empty. Liquids should not be added to a partially full dispenser. (Category 2)

D. Handwashing with Antimicrobial-Containing Products (Health-Care Personnel Handwashes)

- 1) Antimicrobial handwashing products should be used for handwashing before personal care for newborns and when otherwise indicated during their care, between patients in high-risk units, and before care of severely immunocompromised patients. (Category 3)

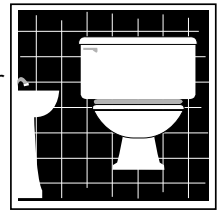


Ranking Scheme for Recommendations of the C.D.C.

Category 1 Measures in Category 1 are strongly supported by well-designed and controlled clinical studies that show their effectiveness in reducing the risk of nosocomial infections, or are viewed as effective by a majority of expert reviewers. Measures in this category are viewed as applicable for most hospitals – regardless of size, patient population, or endemic nosocomial infection rates.

Category 2 Measures in Category 2 are supported by highly suggestive clinical studies in general hospitals or by definitive studies in specialty hospitals that might not be representative of general hospitals. Measures that have not been adequately studied but have a logical or strong theoretical rationale indicating probable effectiveness are included in this category. Category 2 recommendations are viewed as practical to implement in most hospitals.

Category 3 Measures in Category 3 have been proposed by some investigators, authorities, or organizations, but, to date, lack supporting data, a strong theoretical rationale, or an indication that the benefits expected from them are cost-effective. Thus, they are considered important issues to be studied. They might be considered by some hospitals for implementation, especially if the hospitals have specific nosocomial infection problems, but they are not generally recommended for widespread adoption.



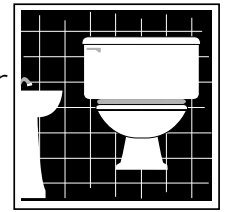
Restroom Cleaning and Sanitation Procedures Module

Restrooms

A. Materials Requirement Planning (MRP)



- a. Clean rags
- b. Mop buckets and wringers
- c. Cotton wet mops and handles
- d. Dust mop and dustpan
- e. "Wet Floor" signs
- f. Trigger spray bottles
- g. Toilet bowl swabs
- h. Waste receptacle liners
- i. Gloves, goggles and appropriate shoes
- j. Products
 - 1) Disinfectant cleaner
 - 2) Toilet bowl cleaner
 - 3) Hand soap
 - 4) Creme cleanser
 - 5) Glass cleaner
 - 6) Paper towels and tissue paper
 - 7) Porcelain & metal cleaner
 - 8) Drain maintainer



Restroom Cleaning and Sanitation Procedures Module

Restrooms



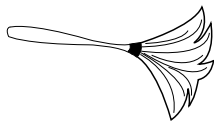
- A. Obtain Supplies**
- 1) Prepare all equipment and supplies required
 - 2) Proceed to cleaning destination.



- B. Prepare area properly**
- 1) Knock on door and announce your intention to enter. If restroom is occupied, wait until it is empty. When empty, enter.
 - 2) Immediately post "Restroom Closed" sign.
 - 3) Wear proper clothing.
 - 4) Prop door open with doorstop.



- C. Toilet bowls and urinals**
- 1) Remove all urinal screens and blocks from respective receptacles and flush before cleaning.
 - 2) Evacuate water from bowl. Using a bowl mop, press water over the trap.
 - 3) Apply toilet bowl cleaner and disinfectant to toilet and urinal interiors only. Allow disinfectant cleaner to stand at least 10 minutes while other cleaning tasks are completed.



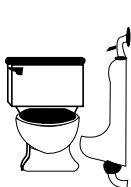
- D. Dust all areas - high to low**
- 1) Clean all dust from ceiling fans and vents, utilizing appropriate dusting tool.
 - 2) Dust tops of doors and stall partitions.
 - 3) Sweep floor, remove all loose trash, and empty into waste receptacles.
 - 4) Use a putty knife to remove gum from floors and partitions.



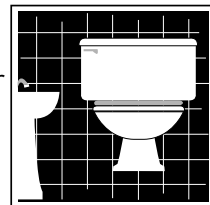
- E. Wet cleaning**
- 1) Clean all light fixtures, mirrors, and glass surfaces with glass cleaner.
 - 2) Wipe all partitions, tops and bottoms of doors, doorknobs, receptacles, and dispensers with disinfectant solution.
 - 3) Spot clean all other above-ground surfaces with disinfectant solution.



- F. Clean wash basins**
- 1) For most effective cleaning, use creme cleanser, mild phosphoric acid solution or disinfectant solution.
 - 2) Clean interior of sink, allowing disinfectant solution a full ten minutes of contact time for efficacy.
HINT: High foaming cleaners will make cleaning and contact time easier.
 - 3) Spot clean exterior surfaces, faucets, pipes and under basins. Wipe all metal surfaces dry.
 - 4) Check operation of faucets and drains.
 - 5) Treat drains with bacterial digestant/deodorant.



- G. Clean toilet bowls and urinals - inside**
- 1) If required, add an additional ounce of toilet bowl cleaner and disinfectant to bowl mop prior to cleaning.
 - 2) Clean the rim and waterline areas carefully and move into the exposed trap area.
 - 3) Check under rim for missed mineral deposits and rust stains with lip light.
 - 4) HINT: Acid bowl cleaners are required for mineral deposits and rust. Routine cleaning can include non-acid cleaners.

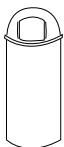


Restroom Cleaning and Sanitation Procedures Module

Restrooms (continued)



- H. Clean toilet bowls and urinals – outside
- 1) Spray outside and bottom surfaces with non-acid solution and wipe.
 - 2) Wipe toilet seat with non-acid disinfectant solution.



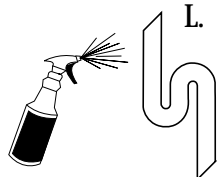
- I. Clean and empty all waste receptacles
- 1) Remove can liners from receptacles, wash the interiors and exteriors with disinfectant solution, and replace can liner.
 - 2) Empty and clean sanitary napkin receptacles with disinfectant solution. Replace liner to comply with OSHA Bloodborne Pathogen Standards.
 - 3) Never use your hand to press trash overflow down and into the waste receptacle.



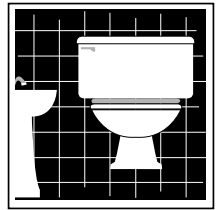
- J. Replenish all supplies
- 1) Refill hand soaps, toilet tissue, towels, deodorizers, and sanitary napkin dispensers.
 - 2) If restroom has condom dispensers or other ancillary dispensers, make sure that these are refilled.
 - 3) Check operation of all dispensers and report malfunctions properly.
 - 4) Check urinal screens, deodorant blocks, and gel/mist deodorants.



- K. Damp mop
- 1) Clear area of supply cart and equipment.
 - 2) Start in the area farthest from the door and work towards the door.
 - a. Make sure to mop with fresh, clean mop water.
 - b. HINT: Using a Neutral pH Disinfectant Cleaner can provide effective bacteria elimination with odor counteraction.
 - c. A mild acidulous tile cleaner may be required for grout lines on quarry tile floors.
 - 3) Place mop in solution and wring out, leaving mop damp. When mopping floor area around toilets and urinals, mop thoroughly and wring out often. Change solution when necessary.



- L. Odor counteraction
- 1) Spray bacteria-based odor counteractants liberally around toilets and urinals and let air dry.
 - 2) Pour four ounces into each floor drain before leaving the area.
 - 3) HINT: Saturating a paper towel with bacterial digestant deodorant and placing into waste receptacle will aid in counteracting odors long after you have left the restroom.



Restroom Sanitation Procedures

Wall Washing



A. Materials Requirement Planning (MRP)

- a. Wall Wash Tool
- b. Wall Wash Head
- c. Mop Bucket & Wringer
- d. Wall Wash Cleaning Solution
- e. Rinse Water
- f. Personal Protective Equipment
- g. Safety Signs

B. Steps to Wall Washing

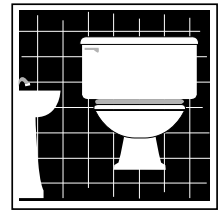


- 1) Obtain proper equipment. Include proper safety garb as standard equipment.
- 2) Prepare approved germicidal cleaner to appropriate dilution while wearing personal protective equipment (PPE).
- 3) Post "Caution" signs.
- 4) Clear area to be cleaned of furniture, equipment and wall hangings.
- 5) Grossly soiled areas may require a stronger spot-type cleaner prior to wall washing.
- 6) Immerse wall washing tool into germicidal cleaner bucket.
- 7) Wring wall washing tool into germicidal cleaner wringer.
- 8) Clean an area not wider than your arm-span (including tool) beginning at the bottom of the wall, overlapping previous pass.
 - a. Change to fresh solution at least once per room
 - b. Change wall wash head at least once per room
 - c. If rinsing is required, rinse from the top down
- 9) Replace all furnishings to original positions.
- 10) Replace all chemicals and equipment to appropriate storage areas.
 - a. Refill any chemicals required
 - b. Clean all equipment
 - c. Send wall wash heads to laundry
 - d. If wall washing heads and/or safety garb were subjected to patient isolation rooms or OPIMs, dispose of them properly.

Maids' Carts

** Steps to Maid Cart sanitation

- 1) Keep the shelves clean by wiping them clean at least once a week.
- 2) See that the entire cart is cleaned with disinfectant detergent solution at least once a week.
- 3) Keep the casters running freely by applying a drop of oil to each caster.
- 4) Keep the cart neatly stocked with all supplies and equipment for the next shift.



Floor Care Methodization



A. Preparation

- 1) Collect all supplies required (see materials requirement planning list)
- 2) Ensure that equipment is operational
- 3) Pick up walk-off mats after they are vacuumed



B. Post "Caution" signs

C. Choose appropriate safety apparel

- 1) Review all MSDS, labels and caution statements



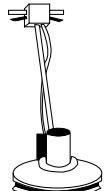
D. Dust mop area (see dust mop procedure)

E. Damp mop area (see damp mop procedure)



F. Perform preventative, interim or restorative cleaning task

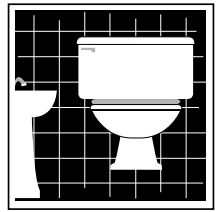
- 1) System 1 – Restorative maintenance
 - a. Strip
 - b. Seal
 - c. Refinish
- 2) System 2 – Preventative maintenance
 - a. Clean and restore
- 3) System 3 – Interim maintenance
 - a. Deep scrub & recoat



G. Return all caution signs and equipment to their appropriate storage locations

- 1) Ensure that all chemicals are refilled
- 2) Ensure that all equipment is cleaned and rinsed out





Floor Care Methodization

Floor Care Procedures



A. Preparation

- 1) Collect all supplies required (see materials requirement planning list)
- 2) Ensure that equipment is operational
- 3) Pick up walk-off mats after they are vacuumed



B. Post "Caution" signs

C. Choose appropriate safety apparel

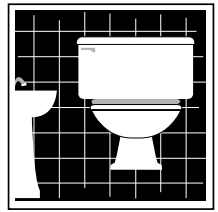
- 1) Review all MSDS, labels and caution statements



D. Dust Mop Procedures



- 1) Acquire dust mop of choice
 - a. Choose appropriate size
 1. Handle size and diameter
 2. Dust mop length should be small enough to maneuver, yet large enough to allow for labor-saving operation
 - b. Ensure that dust mop is clean
- 2) Choose start/stop points to allow for completion of the task nearest the exit or trash receptacle
- 3) Treat dust mop with a water-based dust mop treatment
 - a. Use approximately 1 oz. of treatment per 6" of dust mop length
- 4) Hold dust mop handle at approximately a 45° angle
- 5) Push or "plow" straight ahead from one end of the area to the next
 - a. Do not allow mop head to leave the floor
- 6) Pivot mop at appropriate turning point
 - a. Avoid changing the leading edge of dust mop
 - b. Overlap last pass by at least 6-10 inches
- 7) Utilize a dust pan and brush to dispose of soil/dirt not held by the mop yams
 - a. Remove gum/tar from floor with a putty knife
 - b. Utilize brush to remove dust from corners
- 8) Remove dust mop frame and head from handle, and shake or brush loose dirt from mop head into a plastic liner
 - a. Place in storage area
 - b. Launder when brushing is no longer effective



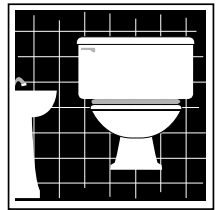
Floor Care Methodization

Floor Care Procedures (continued)

E. Damp Mop Procedures



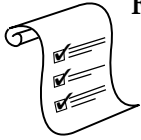
- 1) Dust mop area
- 2) Choose appropriate wet mop size and type
- 3) Fill mop bucket to desired level with water
- 4) Add chemical to water at proper dilution
 - a. Utilize a neutral pH cleaner
 - b. A second bucket for rinsing may be required for double bucket mopping
- 5) Submerge mop into bucket
- 6) Wring out mop to desired dampness
 - a. Use legs, not your back, to apply wringer pressure
- 7) Confirm all safety signs and apparel are properly located
- 8) Begin mopping at furthest point from door
 - a. Outline or “picture frame” area
 - b. Mop in a “figure 8” motion
- 9) Change water when needed to avoid redepositing dirt on floor
- 10) Repeat steps 1 - 9 as necessary



Floor Care Methodization

F. Performing Preventative, Interim or Restorative Cleaning Tasks

Floor Care Materials Requirement Planning (MRP)



System 1 - Restorative maintenance (strip, seal, refinish)

1) Strip



- a. Mop buckets and wringers
- b. Cotton wet mops & handles
- c. Scrubbing machine
- d. Strip pack & machine pad holder
- e. Dust mop & dust pan
- f. Putty knife or scraper
- g. Dust mop treatment H₂O (water based)
- h. Wet/Dry vacuum
- i. Extension cords
- j. Clean rags
- k. Stripper slippers
- l. Gloves
- m. Clean rinsed cotton mop & handle
- n. Trigger sprayer
- o. "Wet Floor" signs
- p. Measuring cup
- q. Stripper
- r. Neutralizer
- s. Towels & tape
- t. Squeegee

2) Seal

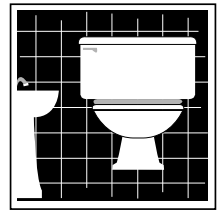


- a. Mop buckets with wringer
- b. Plastic liners to fit bucket
- c. Rayon mops & handles (looped)
- d. Floor sealer
- e. "Wet Floor" signs

3) Refinish

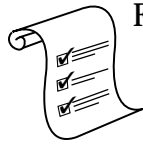


- a. Mop bucket & wringer
- b. New plastic liner to fit bucket
- c. New or clean rayon mops (looped)
- d. Mop handles
- e. "Wet Floor" signs
- f. Floor finish



Floor Care Methodization

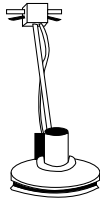
F. Performing Preventative, Interim or Restorative Cleaning Tasks



Floor Care Materials Requirement Planning (MRP)

System 2 - Clean & Restore

- 1) Clean & Restore
 - a. Mop buckets with wringers
 - b. Cotton mop & handle
 - c. Neutral cleaner
 - d. Dust mop & dust pan
 - e. Dust mop treatment
 - f. Measuring cup
 - g. "Wet Floor" signs
 - h. Spray buff in trigger sprayer
 - i. Floor restorer
 - j. Rayon mop & handle
 - k. Liner for restorer
 - l. Putty knife
 - m. Burnisher with red pad



System 3 - Deep Scrub & Recoat

- 1) Deep Scrub & Recoat
 - a. Dust mop & dust pan
 - b. Dust mop treatment
 - c. Pads - blue or brown
 - d. Automatic or hand-held floor scrubber
 - e. All purpose cleaner (low suds)
 - f. Mop bucket & wringer
 - g. Cotton mop & handle
 - h. Floor finish
 - i. Mop bucket & wringer with liner
 - j. Putty knife
 - k. Rayon mop
 - l. Neutralizer
 - m. Stripper slippers
 - n. "Wet Floor" signs





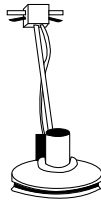
Floor Care Methodization

F. Performing Preventative, Interim or Restorative Cleaning Tasks

Floor Care Procedures

System 1 – Strip, Seal & Refinish

1) Stripping – Semi-Manual

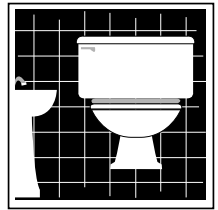


- a. Choose appropriate mop handle
- b. Properly mix mop bucket of stripping solution
When pouring out of a 5 gal. pail, pour with bung at the top of the pail
- c. Apply stripper liberally with mop to a 200 square foot area of floor as well as baseboards
- d. Let stand for 5 minutes
- e. Agitate floor with 17" floor machine and black pad. Agitate baseboard and corners with baseboard tool and bladed scrapers
 1. Stay away from walls to avoid splashing
 2. Overlap passes by at least ten inches while stripping
- f. Pick up emulsified floor finish solution via wet/dry vacuum
- g. Utilize a detail mop to absorb stripper from corners, baseboards and all squeegee trails
- h. If a non-rinse-free stripper is being utilized, rinsing with a floor neutralizer is required to assure an alkaline-free floor
- i. Repeat c - h as required to complete job
- j. Wipe down all baseboards, if needed

2) Stripping – Semi-Automated



- a. Choose appropriate mop and handle
- b. Properly mix mop bucket of stripping solution
When pouring out of a 5 gal. pail, pour with bung at the top of the pail
- c. Apply stripper liberally with mop to a 200 square foot area of floor as well as baseboards
- d. Let stand for 5 minutes
- e. Agitate baseboards
- f. Scrub aforementioned area with automatic scrubber equipped with black stripping pads
 1. Pads down
 2. Solution control on; disperse properly diluted stripping solution
 3. Squeegee up, vac off
- g. Overlap each pass until 200 square feet of area is scrubbed completely
- h. Make second pass with automatic scrubber and pick up emulsified stripping solution
 1. Pads down
 2. Solution control off
 3. Squeegee down, vac on
- i. Utilize a detail mop to absorb stripper from corners, baseboards and all squeegee trails
- j. If a non-rinse-free stripper is being utilized, rinsing with a floor neutralizer is required to assure an alkaline-free floor
- k. Repeat c - j as required to complete job
- l. Wipe down all baseboards, if needed



Floor Care Methodization

F. Performing Preventative, Interim or Restorative Cleaning Tasks

Floor Care Procedures

System 1 - Strip, Seal & Refinish (continued)

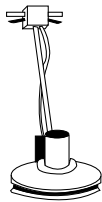
3) Seal/Refinish Method (with mop)



- a. Establish start/stop points
Choose start location as the furthest point from the door/water source
- b. Place plastic liner in seal/finish bucket
- c. Utilize rayon mop with looped ends and sewn tailband
 1. Shake mop out in a plastic liner to prevent manufacturing lint (off mop) from adhering to the floor
 2. Use separate mop for sealing and finishing
- d. Dip mop in sealer/finish bucket; remove excess sealer/finish by pressing mop with a one quarter turn into wringer
- e. Apply sealer/finish
 1. Outline or "picture frame" area on first coat and last coat
 2. Stay 6 inches away from wall on all subsequent coats
 3. All coats should be thin and without dry streaks
- f. See sealer/finish application guide for correct number of coats of the finish you are utilizing
 1. Allow at least 25-35 minutes to dry between coats
 2. Allow 1 hour or more dry time between coats on very humid days

System 2 - Clean & Restore

1) Spray buffing



- a. Choose appropriate product
- b. Properly prepare spray buff to recommended dilution
- c. Spray solution lightly ahead of buffing machine
 1. Overspraying will result in excessive pad buildup and poor gloss
 2. Turn/replace pad as required
- d. Dust mop with a water-based dust mop treatment, if necessary
- e. For a higher gloss, repeat letters c and d with a lighter-colored pad

2) Mop on restorer

- a. Choose appropriate pad and mount to machine
Utilize a high speed (1000 - 1500 RPM) or ultra high speed buffer
- b. Prepare a mop bucket and wringer equipped with a plastic liner
- c. Apply a thin, level coat of restorer to floor, utilizing a looped-end rayon mop
Allow to dry to a light haze
- d. Buff floor with previously prepared machine
- e. Dust mop
Utilize water-based dust mop treatment
- f. For a higher gloss, repeat letters a - e with a lighter-colored pad



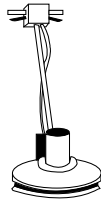
Floor Care Methodization

F. Performing Preventative, Interim or Restorative Cleaning Tasks

Floor Care Procedures

System 3 - Deep Scrub & Recoat

1) Scrub Method - Semi-Manual



- a. Choose appropriate mop handle
- b. Properly mix mop bucket of neutral cleaner solution
 1. When pouring out of a 5 gal. pail, pour with bung at top of pail
- c. Apply neutral cleaner liberally with mop to a 200 square foot area of floor
- d. Let stand for 5 minutes
- e. Agitate floor with 17" floor machine and blue pad
 1. Stay away from walls to avoid splashing
 2. Overlap passes by at least ten inches while scrubbing
- f. Pick up scrubbing solution via wet/dry vacuum
- g. Utilize a detail mop to absorb scrubbing solution from corners, baseboards and all squeegee trails
- h. Repeat c - g as required to complete job
- i. Wipe down all baseboards, if needed

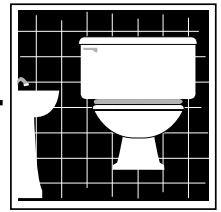
2) Scrub Method - Semi-Automated



- a. Choose appropriate mop and handle
- b. Properly mix automatic scrubber solution tank with scrubbing solution
When pouring out of a 5 gal. pail, pour with bung at top of pail
- c. Scrub 200 square foot area with automatic scrubber equipped with blue scrubbing pads
 1. Pads down
 2. Solution control on; disperse properly diluted scrubbing solution
 3. Squeegee up, vac off
- d. Overlap each pass until 200 square foot area is scrubbed completely
- e. Make second pass with automatic scrubber and pick up scrubbing solution
 1. Pads down
 2. Solution control off
 3. Squeegee down, vac on
- f. Utilize a detail mop to absorb scrubbing solution from corners, baseboards and all squeegee trails
- g. Repeat c - f as required to complete job
- h. Wipe down all baseboards, if needed

3) Recoat Method (with mop)

- a. Establish start/stop points
Choose start location as the furthest point from the door/water source
- b. Place plastic liner in seal/finish bucket
- c. Utilize rayon mop with looped ends and tailband
 1. Shake mop out in a plastic liner to prevent manufacturing lint (off mop) from adhering to the floor
- d. Dip mop in finish bucket, remove excess finish by pressing mop with a 1/4 turn into wringer



Floor Care Methodization

F. Performing Preventative, Interim or Restorative Cleaning Tasks

Floor Care Procedures

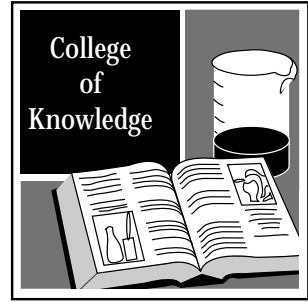
System 3 - Deep Scrub & Recoat (continued)

3) Recoat Method (with mop)

e. Apply finish

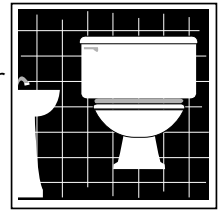
1. Outline or "picture frame" area on first coat and/on last coat
2. All coats should be thin and without dry streaks
3. Allow at least 25-35 minutes to dry between coats
4. Allow 1 hour dry time or more between coats on very humid days





Appendix

College of Knowledge



USDA

List of Nonfood Compounds Used in the Plant Environment

Category Code Letters and Their Meanings

The permissible use for each authorized compound is designated by the following code letters, and conditions for use are restricted by the category in which it is placed.

NOTE:

In several categories, reference is made to the need for rinsing with potable water. FIAD accepts water used in federally inspected plants as being potable when such certification is made by State health agency authorities.

A. CLEANING COMPOUNDS

A1. Compounds for use as general cleaning agents on all surfaces, or for use with steam or mechanical cleaning devices in all departments. Before using these compounds, food products and packaging materials must be removed from the room or carefully protected. After using these compounds, surfaces must be thoroughly rinsed with potable water.

A2. Compounds for use only in soak tanks or with steam or mechanical cleaning devices in all departments.

Before using these compounds, food products and packaging materials must be removed from the room or carefully protected. After using these compounds, all surfaces in the area must be thoroughly rinsed with potable water.

A3. Acid cleaners for use in all departments.

Before using these compounds, food products and packaging materials must be removed from the room or carefully protected. After using these compounds, all surfaces in the area must be thoroughly rinsed with potable water.

A4. Floor and wall cleaners for use in all departments.

Before using these compounds, food products and packaging materials must be removed from the room or carefully protected. After using these compounds, all surfaces in the area must be thoroughly rinsed with potable water.

A5. Floor and wall cleaners for subfreezing temperatures.

When used in areas with subfreezing temperatures, potable water rinsing is not required following use provided that the solution and solubilized soil are effectively removed by wiping or wet vacuuming.

A6. Scouring cleaners

Residues resulting from the use of scouring cleaners must be carefully removed from surfaces by thorough rinsing with potable water.

A7. Metal cleaners and polishes for nonfood contact surfaces.

These compounds must be used in a manner so that all odors associated with the compounds are dissipated before food products or packaging materials are re-exposed in the area.

A8. Degreasers or carbon removers for food cooking or smoking equipment, utensils, or other associated surfaces.

Before using these compounds, food products and packaging materials must be removed from the area or carefully protected. After using these compounds, all surfaces must be thoroughly rinsed with potable water. The compounds must be used in a manner so that all odors associated with the compounds are dissipated before food products or packaging materials are re-exposed in the area.

B. COMPOUNDS FOR LAUNDRY USE

B1. Laundry compounds

Laundry detergents, bleaches, and sours may be used on fabric which contacts meat or poultry products, directly or indirectly, provided that the fabric is thoroughly rinsed with potable water at the end of the laundering operation.

B2. Laundry compounds for uniforms or other fabric which does not come in direct contact with food products.

C. COMPOUNDS USED IN INEDIBLE AND NON-PROCESSING AREAS

C1. Compounds for use on all surfaces in inedible product processing areas, non processing areas, and/or exterior areas. These compounds must not be used to mask odors resulting from insanitary conditions. They must be used in a manner which prevents penetration of any characteristic odor or fragrance into edible product areas. Compounds containing isomers of dichlorobenzene, or other substances toxic by inhalation, may be used only in areas where there is adequate ventilation to prevent accumulation of hazardous vapors.

Permission for the use of these compounds on loading docks and other similar areas is left to the discretion of the Inspectors in Charge of the plants.

C2. Compounds for use in toilets and/or dressing rooms.

C3. Paint removers for use in non processing areas.

Equipment and utensils which directly contact edible products must be thoroughly cleaned and rinsed with potable water after treatment with such products before being returned to a processing area.

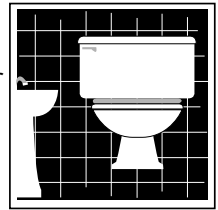
D. ANTIMICROBIAL COMPOUNDS

D1. Sanitizers for all surfaces always requiring a rinse.

Before using these compounds, food products and packaging materials must be removed from the room or carefully protected. After using these compounds, surfaces must be thoroughly rinsed with potable water before operations are resumed. The compounds must always be used at dilutions and according to applicable directions provided on the EPA registered label.

D2. Sanitizers for all surfaces not always requiring a rinse.

Before using these compounds, food products and packaging materials must be removed from the room or carefully protected. A potable water rinse is not required following use of these compounds for sanitizing previously cleaned hard surfaces provided that the surfaces are adequately drained before contact with food so that little or no residue remains which can adulterate or have a deleterious effect on edible products. These compounds may be used for microbial control on ceilings, floors, and walls at concentrations considerably higher than those allowed for sanitizing food contact surfaces without a potable rinse unless, in the opinion of the Inspector in Charge, such use may result in contamination of food products. A potable water rinse is required following use of these compounds under conditions other than those stated above. The compounds must always be used at dilutions and according to applicable directions provided on the EPA registered label.



USDA

List of Nonfood Compounds Used in the Plant Environment

E. EMPLOYEE HAND CARE

E1. Handwashing compounds for use in all departments.

The compounds must be dispensed from adequate dispensers located at sufficient distance from the processing line to prevent accidental product contamination. After the use of the compounds, the hands must be thoroughly rinsed with potable water. The compounds must always be used at dilutions and according to applicable directions provided on the label.

E2. Handwashing and sanitizing compounds.

The compounds must be dispensed from adequate dispensers located a sufficient distance from the processing line to prevent accidental product contamination. The hands need not be washed prior to the use of the compounds. After the use of the compounds, the hands must be thoroughly rinsed with potable water. The compounds must always be used at dilutions and according to applicable directions provided on the label.

E3. Hand sanitizing compounds.

The hands must be washed and thoroughly rinsed prior to sanitizing with the compound. The compound may be injected directly into the wash and rinse water. The hands need not be rinsed with potable water following the use of the compound. The compounds must always be used at applicable directions provided on the label.

E4. Hand creams, lotions, and cleaners.

The use of such compounds is limited to toilets and dressing rooms. Employees who handle edible products may use the compounds only when leaving the plant.

J. ABSORBENTS

J1. Absorbent or anti-slip agents for spot application to floors.

Such compounds may be used in all areas provided that use is limited to the portion of the floor area where the hazard exists, and that such use does not result in dusting, tracking, or other objectionable conditions. Compounds may not be used as substitute for good sanitation. They must be removed as a part of the routine floor cleaning operation.

K. SOLVENT CLEANERS

K1. Solvents and solvent degreasers for use in non-processing areas.

Following the use of these compounds, equipment and utensils must be thoroughly washed and rinsed in potable water before returning to a processing area.

K2. Solvents for cleaning electronic instruments.

These compounds are chemically acceptable for cleaning electronic instruments and devices which will not tolerate aqueous cleaning solutions. Before using these compounds, food products and packaging materials must be removed from the area or carefully protected. These compounds must be used in a manner so that all odors associated with the compound are dissipated before food products or packaging materials are re-exposed in the area.

K3. Adhesives or glue removers.

Before using these compounds, food products and packaging materials must be removed from the area or carefully protected. After using these compounds, all surfaces must be thoroughly washed and rinsed with potable water. These compounds must be used in a manner so that all odors associated with the compound are dissipated before food products or packaging materials are re-exposed in the area.

L. SEWER AND DRAIN CLEANERS

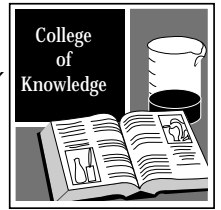
L1. Compounds for use in sewage and/or drain lines.

L2. Enzymatic compounds for use in sewage and/or drain lines.

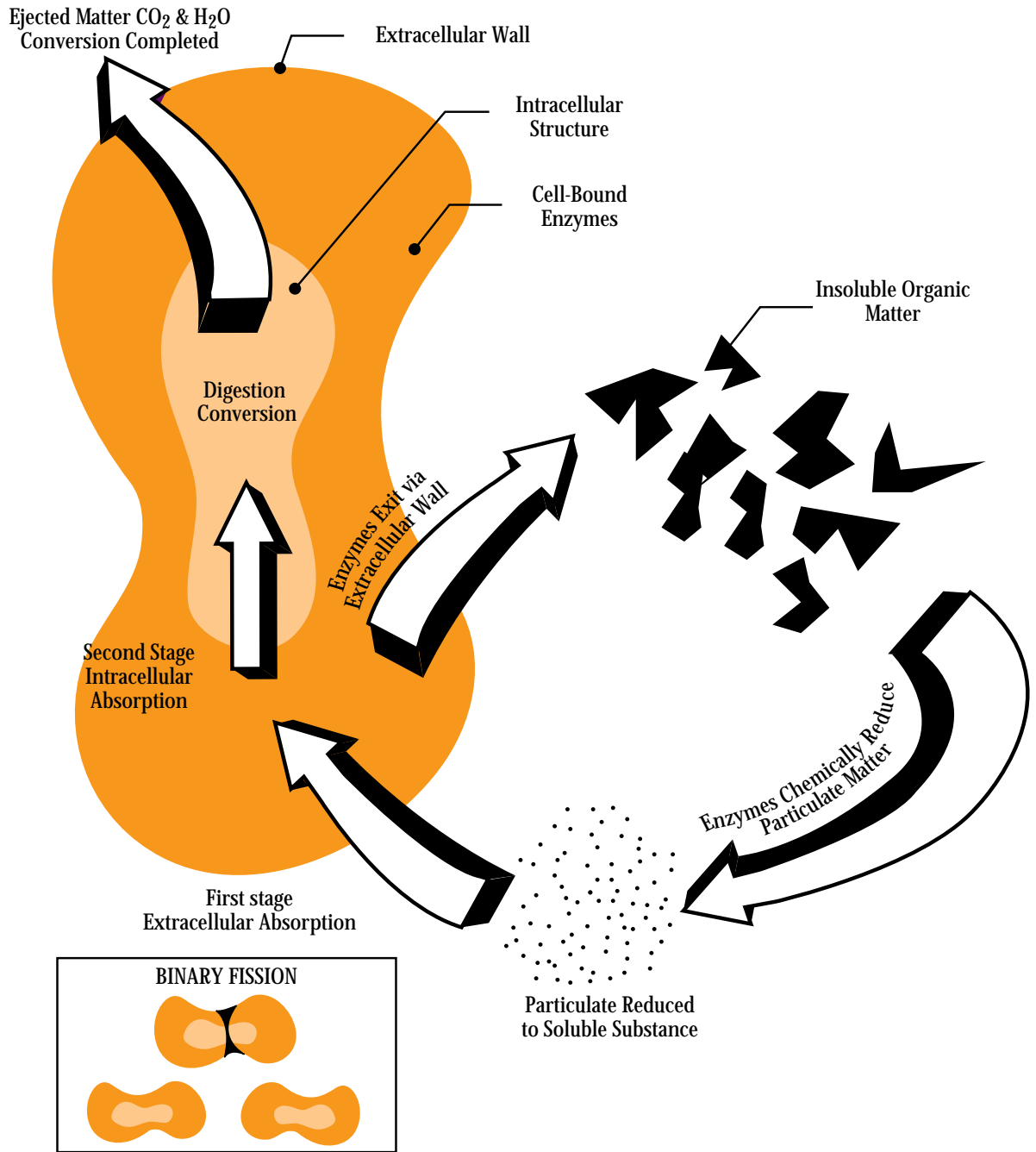
Manufacturers must provide FIAD with a record of salmonellae analysis for each lot of the finished enzymatic treated proposed for sale to federally inspected meat and poultry plants. Testing must be performed by a qualified microbiologist.

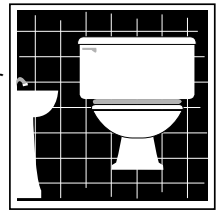
M. Compounds listed in this category in previous edition of the "List of Chemical Compounds" are now included in Part 1 of this publication.

N. Compounds listed in this category in previous editions of the "List of Chemical Compounds" are now included in Part 1 of this publication.

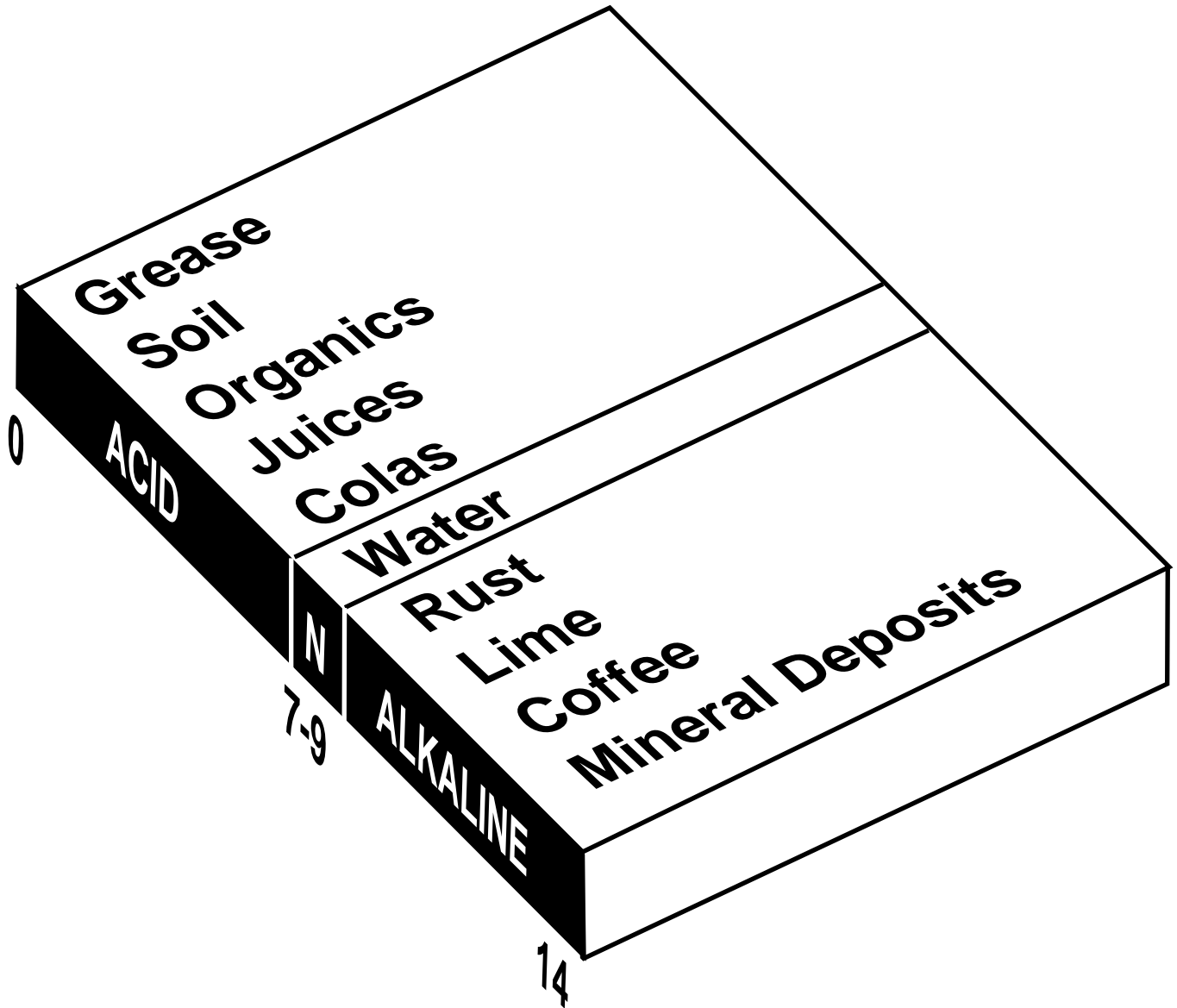


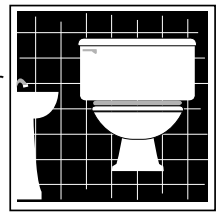
Liquid Life Form Bio Augmentation Digestive Cycle





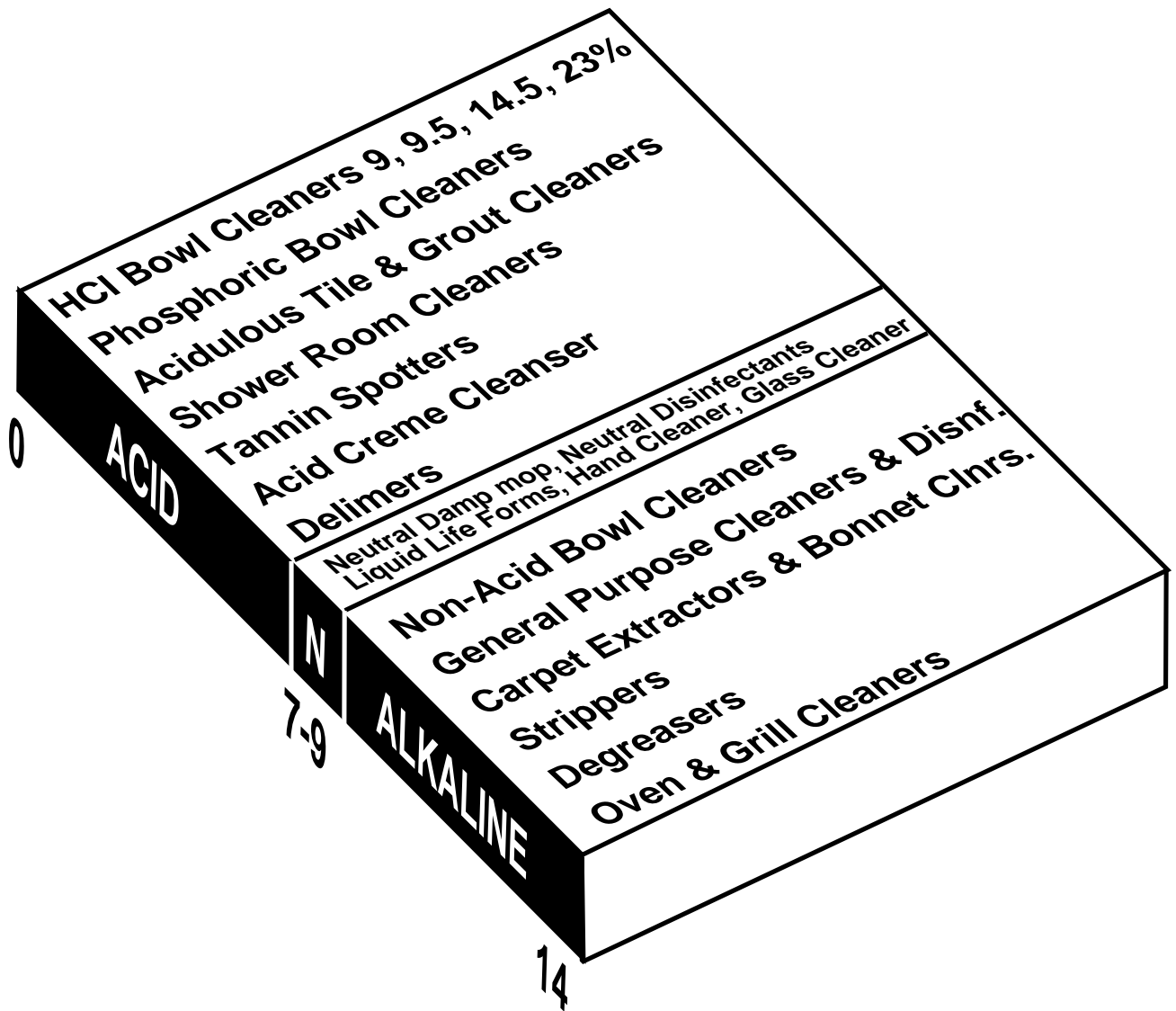
pH of Dirt, Soils and Greases

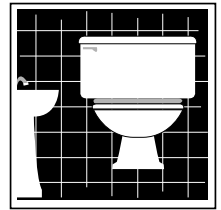




Typical pH Product Distribution Scale

Note: Use acids to remove alkaline. Utilize alkaline cleaners to remove acid based greases and soils





Vancomycin Resistant Enterococcus (VRE)

Significance

Vancomycin Resistant Enterococcus (VRE) is a significant pathogen for two reasons:

1. There is no rapidly bactericidal antibiotic available. There is an experimental drug, Synercid (available for compassionate use only), which is inhibitory for *E. faecium* but not bactericidal.
2. Vancomycin resistant genes can be transferred to other gram-positive organisms such as *Staphylococcus aureus* and *Staphylococcus epidermidis*. We anticipate that other highly resistant organisms will emerge.

Enterococcal Infection Source

Endogenous: Normal flora in terminal ileum and colon

Exogenous: Contaminated equipment and hands of personnel

Patient Risk (Enterococci are not overtly virulent. Pathogenicity is heavily dependent on status of the host)

The risks for patient colonization and infection are as follows:

1. Indiscriminate use of antibiotics, especially vancomycin;
2. Severe underlying disease, immunosuppression, placement for any length of time in critical care, oncology or transplant services, intra-abdominal or cardiothoracic surgery, indwelling central catheters or urinary catheters, *Clostridium difficile* toxin colitis;
3. Cross-transmission from the hands of personnel or contaminated patient equipment. This organism can be cultured from the environment for as long as seven days.

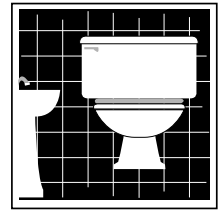
Patient Care Services Measures for Prevention and Control

Administrative Controls

- Surveillance cultures of:
 1. Staff with unprotected exposure to VRE patient;
 2. Other patients who may come in contact with VRE patient;
 3. When VRE patient is readmitted to the hospital.
- High performance standards for physicians and staff
- Cohort staff who care for VRE patients and do not float employee during shift when employee is assigned to a VRE patient at the beginning of the shift.

Source Controls

- Review patient cultures results on a daily basis
- Isolate colonized or infected patient in a single room for duration of hospitalization (strict isolation procedure)
- Cohort infected or colonized patients



Vancomycin Resistant Enterococcus (VRE)

Source Controls (continued)

- Limit the number of staff and physicians who enter room
- Ambulate the patient out-of-doors rather than hallways or cafeteria
- Notify Epidemiology when VRE patient is discharged or readmitted

Environmental Controls

- An antimicrobial agent is needed to prevent hand colonization. Bland soap (Lotion Master) is not effective against VRE.
- Stringent cleaning procedures with hospital disinfectant for items patient may touch, i.e. electronic bed control devices, bed rails, faucets, sink, charts, overbed tables, bedside commode, IV poles and personal items.

Employee Risk (Enterocci are not overtly virulent. Pathogenicity is heavily dependant on status of the host)

1. Unprotected exposure to VRE patient or his/her environment; healthy individuals are not likely to become colonized or infected.
2. Designate a stethoscope, sphygmomanometer, and rectal thermometer to the patient. Do not carry these items on your person.
3. Always remove gloves and wash hands prior to handling patient chart.
4. VRE considered less transmissible than MRSA because the G.I. tract is the only body site which is usually colonized. The patient's blood stream can become seeded with VRE (bacteremia sepsis). The patient environment can become heavily contaminated in the absence of excellent cleaning procedures.

1. Information taken from *Patient Teaching Protocol for MRSA and VRE, Volume3, H-5*
2. Patient Care Standard - *Management of Patient with Multi Resustabt Organisms, Volume 2, X17*
3. Patient Care Services - *UC Davis Medical Center Epidemiology and Infection Control Fact Sheets*
4. <http://www.pcs.ucdmc.ucdavis.edu/epi/vre>