

Logo
Centre name
Address

SERVICE NAME :	SOP FOR HOUSEKEEPING
DATE CREATED :	
APPROVED BY :	Doctor name
REVIEWED BY :	HOUSEKEEPING

SOP OF HOUSEKEEPING

SOP for Housekeeping Quality Improvement

- A perfect Housekeeping is an art of importance of the Hospital
- facility. No standard facility can be provided without perfect housekeeping. A perfect housekeeping can improve patient relation and psychological effect on patients, visitors and facility providers.
- First activity of Housekeeping includes the cleaning, dusting, moping and related Hospital duties involved in maintaining a high standard of cleanliness of Hospital. Normal sanitation, Mosquitoes, insects and other rodent control are among the most important duties of Housekeeping.

● What is SOP in Housekeeping?

- A housekeeping SOP (Standard Operating Procedure) is a document.
- Step-by-step daily process on how to perform housekeeping procedures such as daily cleaning and maintenance tasks is to document the maintenance tasks correctly and effectively in the daily routine.
- SOP's housekeeping is the housekeeping worker should wear a cap on the head, wear a face mask, wear a PPE kit, wear gloves in his/her hands, disposable shoes on the feet before starting the cleaning, thus the housekeeping worker should first take care of their own safety.
- Should be so that the infection will not reach the others by the housekeeper, nor will the housekeeper itself get infected.

● For Example :-

- First of all, dry dusting is done anywhere in the cleaning.
- Wet dusting occurs.
- Dry and thick waste garbage is extracted by broom.
- 10ml soap water is poured in 5 to 7 liters of clean water.
- Put 5 to 7 liters of water in the bucket and put soap water in it and mop it.
- 5ml Sodium hypochlorite /lysole is added to 5 to 7 liters of clean water.
- Again 5 to 7 liters of water is taken in the bucket, with Sodium hypochlorite /lysole added to it, then wiped again.
- First, during cleaning, the edges are cleaned so that the dirt gets released in the edges.
- After applying the mop, it should also be noted that there is no movement on the wet part, it benefits two things.
- First, the cleaned part is not immediately dirty and secondly there is no accident of slipping. It is also necessary to sanitize the cleaned part after it has dried.
- It is very important for a housekeeper to be aware of such precautions and features about the cleaning so that the duties and responsibilities of the housekeepers can be fulfilled.

● Working Procedure of Housekeeping :- The housekeeper acts as an committee.

- Inspector for and reports to the authority any repairs needed, such as damage to floors or walls, peeling paint, or cracking plaster.
- Ventilation and other equipment, furniture and bedding Must be maintained carefully under a

regular system of preventive maintenance by keeping them clean, free from dust, dirt, etc.

- **What is in a PPE kit?**

- A PPE kit (personal protection equipment kit) It is a set of PPE items that are kept together for use when needed. Having all the relevant PPE kit together in one kit will make it easier to Housekeeping employees. Having the right PPE kits for a given work environment can help to keep everyone much safer.

- **Hazardous Infection PPE Kits :-**

- When working in areas where there are dangerous infection, it makes sense to have a PPE kit that includes eye protection, skin protection, respirators, and other items depending on the hazards associated with the infection in the area.

- **Health Hazards of Health care Waste**

- It Contains:
 - Infectious agents
 - Toxic chemicals
 - Sharps
 - Genotoxic material
 - Radio-active material

- **Main groups at risk are:**

- Doctors, nurses, therapist, pharmacist and housekeeping workers.
- Patients in health-care establishments.
- Visitors to health-care establishments.
- Workers in allied services e.g. laundry, waste handling and transportation.
- Workers in waste disposal facilities (including rag pickers) e.g. landfills and incinerators

- **Health Hazards of Health care Waste**

- Hazard from infectious waste and sharps:
 - HIV
 - Hepatitis B
 - Hepatitis C
 - Antibiotic resistant bacteria
- Chemical and pharmaceutical waste:
 - Corrosive
 - Burns
 - Explosives
- **Genotoxic waste:**
 - Toxic manifestations depend upon substance toxicity.
 - Amount exposed to and time period of exposure.
 - Radio-active waste causes:
 - Headache, dizziness and vomiting after small exposure.

- Serious health problems if exposure is high.
- Public sensitivity:
- Public is very sensitive to the visual impact of health care waste.
- Especially anatomical waste.

SANDHYA HEALTHMENA

Material is given to a housekeeping employee for cleanliness, it is also fully documented, in this way :-

Hazardous Material

[illegible]

- **Biomedical Waste Management Process**

- ◆ Waste collection
- ◆ Segregation
- ◆ Storage
- ◆ Treatment
- ◆ Transport to final disposal site
- ◆ Final disposal

- **Five types of dustbin are used for**

bio-Medical Waste:-There is five types of

DUSTBIN-

- **Green /Black Dustbin-** Green dustbin includes ordinary garbage, cleaned soil, mop, leaves from the dining area, glass, leftovers, banana peels, cardboard and metal cans, spoiled food items, plaster, paper, uninfected plastic, Diapers, tissue, garbage collected in the storage room, etc. are put
- **Red Dustbin** -Blood bags, glass and plastic bottles, urine bags, catheter tubes and sets, syringes (without needles), fixed needle syringes, gloves, etc. are put in red dustbin.
- **Yellow Dustbin** - Yellow Dustbin contains human body parts, human tissue, cotton, bandages (stained with blood), placenta, diseased organs, solid plaster, expired and discarded medicine, animal body residual, chemical waste, microbial residues etc.
- **Blue Dustbin** - Broken contaminated glass, vials of medicines and medicine wrappers, etc., with metal body implants, etc. are put in blue dustbin.
- **White Dustbin** - White- The white dustbin contains needle, blade, glass slide, wedge, notched tools of operation and needle tip and any other type of object that can cut or pierce.

The waste of bio medical waste is sent to different dustbins and sent to them as well as the distribution of all these documents is done in this way :-

Bio Medical Waste

[illegible]

CHECKLIST FOR HOUSEKEEPING

DATE FROM					DATE TO				
DAYS	TIME	General Cleaning	Tissue Available	Waste Bin Available	General Housekeeping	Floor Cleaning	Hand Wash soap Available	CLEANED BY	SIGNATURE
MONDAY	8:30 AM								
	10:00AM								
	1:30 PM								
	4:00 PM								
TUESDAY	8:30 AM								
	10:00 AM								
	1:30 PM								
	4:00 PM								
WEDNESDAY	8:30 AM								
	10:00 AM								
	1:30 PM								
	4:00 PM								
THURSDAY	8:30 AM								
	10:00 AM								
	1:30 PM								
	4:00 PM								
FRIDAY	8:30 AM								
	10:00 AM								
	1:30 PM								
	4:00 PM								
SATURDAY	8:30 AM								
	10:00 AM								
	1:30 PM								
	4:00 PM								
SUNDAY	8:30 AM								
	10:00 AM								
	1:30 PM								
	4:00 PM								