



*Ambulatory Clinic Policy and Procedure*

Title: <b>PROCEDURE FOR NOTIFYING CUSTODIAL FOR CLEANING OUTSIDE OF THE NORMAL CLEANING SCHEDULE</b>	Policy Number: <b>EP 7.9</b>
Regulation Reference:	Effective Date: <b>4/2015</b>

**Policy Statement:**

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to establish a procedure for clinics to notify the Facilities Operations and Maintenance Department for cleaning requirements outside of the normal cleaning schedule.

**Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC- El Paso ambulatory clinics, also known as Texas Tech Physicians.

**Procedure:**

1. In the event a spill involving chemicals, blood, or body fluids occurs within the premises of a clinic, or if equipment is soiled with chemicals, blood, or body fluids that cannot be easily cleaned with an EPA approved cleaner by clinic staff, a representative from the clinic will request cleaning by the Facilities Operations and Maintenance department using the WebTMA system. When submitting the request the person submitting the request will note that the request is a Stat request.
2. The Facilities Operations and Maintenance department will provide a staff member from their department to assess and clean the soiled area as outlined in their procedures within a reasonable amount of time.
3. Contamination of a large area (walls, cabinets) will require a thorough cleaning that may include removing contents of cabinets to clean, removal of pictures, furniture, etc. so that all contents and surfaces are cleaned well and free of any contaminating material.
4. The exam room or common area will be considered unusable until such time as Facilities Operations and Maintenance has completed the cleaning process. A sign will be posted on the exam room or in the common area stating "cleaning in progress".



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5. The exam room/common area shall not be used until all cleaned surfaces have dried.
  
6. If an area is going to require a terminal cleaning process the clinic is to contact the Infection Control Nurse prior to submitting the request through WebTMA so that the area and situation may be evaluated prior to cleaning.

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