Standard Operating Procedure of Cleaners

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1. Scope

1.1. Applies to all hospital cleaning activities, providing a standardized framework for maintaining hygiene and sanitation across patient care areas, staff zones, and public spaces.

2. Objective

2.1. To ensure consistent cleaning practices that prevent infection, promote a safe environment, and support overall healthcare service quality.

3. Responsibilities

3.1. Floor Hygiene and Surface Cleaning

3.1.1. Regularly sweep and mop patient waiting rooms, hallways and chambers of OPD/ IPD/Kamkhab/Jamched/Tshubched Department using cleaning equipment such as vacuum cleaners, floor scrubbers, and carpet cleaners as per the schedule.

3.1.2. Clean and sanitize restrooms regularly, including toilets, door knobs, sinks and floors using proper cleaning agents and disinfectants.

3.1.3. Replenish restroom supplies such as soap, paper towels, and toilet paper.

3.1.4. Ensure proper segregation and disposal of waste from restrooms, toilets, OPD/IPD/Kamkhab/Jamched/Tshubched Departments/offices/common spaces adhering to hospital waste disposal guidelines.

3.1.5. Dust surfaces, furniture and fixtures in assigned areas using appropriate cleaning agents and disinfectants.

3.1.6. Report any malfunctioning equipment such as vacuum cleaners, floor scrubbers, and carpet cleaners to the supervisor.

3.1.7. Assist in loading and unloading of supplies/essential medicines.

3.2.Compliance with Safety and Infection Control:

3.2.1. Adhere to safety protocols and infection control measures while performing cleaning tasks. Adhering to infection control protocols and safety guidelines to prevent the spread of infections.

3.2.2. Use personal protective equipment as required.

3.2.3. Collaborate with other cleaning staff to ensure a coordinated and efficient cleaning schedule.

3.2.4. Assist colleagues during peak periods or special cleaning projects.

3.2.5. Respond promptly to spillages or other cleaning needs and any cleaning-related concerns raised by hospital occupants.

3.2.6. Interact with patients and staff professionally and courteously.

NOTE: All the cleaners will be rotated as per the schedule twice a year.