



GOVERNMENT OF BERMUDA

Ministry of Health, Seniors and Environment

Department of Health

The Provision of Cleaning Services for:

Four Regional Health Clinics and Hamilton Health Centre (HHC)

Appendix A

Cleaning Schedule of Hamilton Health Centre (attached 9 pages)



Department of Health
Cleaning Responsibilities – June 2015

Hamilton Health Centre – HOUSEKEEPING SCHEDULE

CLEANING, DUSTING, SANITIZING, VACUUMING AND REMOVING TRASH ETC.

DAILY

WEEKLY / Monthly

All Administration Offices -

Sweeping of floor and Vacuuming of carpets,
Dusting and cleaning/sanitizing of *cleared desk surfaces*, tables, chairs, filing cabinets and other office furniture,
Emptying of waste baskets and disposal of waste to receptacles in designated area
Removing litter in court yard & parking lot; emptying and replacing trash bags; sweeping entrance steps
Cleaning and tidying kitchenettes
Cleaning all stairwells
Cleaning and tidying kitchenette

- Cleaning and dusting all common areas including handrails **twice weekly**
- Cleaning Clinic entrance door glass.

Monthly:

- Wiping down the window shades with a damp cloth
- Vacuuming in the corners of the rooms at the floor and ceiling
- Cleaning cupboards as needed to reduce mold

Clinic Areas -

Sweeping, mopping and sanitizing all floors
Emptying of waste baskets and disposal of waste to receptacles in designated area

Bathrooms -

Cleaning & sanitizing floors, mirrors, toilets, and sinks (including toilet handles)
Refilling paper rolls and soap dispensers.
Cleaning and sanitizing countertops

- Cleaning and sanitizing telephones, light switches, door handles water fountain outer surfaces.
- Cleaning window sills

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Clinic-

Sweeping, mopping and sanitizing of all floors (Pre and Post clinic sessions)

Bathrooms -

Cleaning and sanitizing clinic bathrooms, mirrors, door handles, faucets, sinks, soap dispensers, toilet **including flushing handle and baby changing table.**

Cleaning/sanitizing bathroom mid-morning and mid-afternoon due to the high traffic of clients who are sometimes unwell with diarrhea and vomiting

Trash Receptacles

Emptying of trash receptacles and renewing trash can liners

Receptionist Office:

Sanitizing the window and ledge where the clients and receptionist communicate client desk area, wipe down surfaces of cleared desk areas, wipe down tops of filing cabinets, wipe down fronts of filing cabinets, sanitize phones, Chairs: including backs, arms

Waiting Room:

Sanitizing of flat surfaces, cleaning of all door knobs, seats: including backs, arms, dividers, wiping down book case surface and child's table and chair in toy area

Weekly:

- Cleaning the Child Health Clinic entry door with soapy water - outside and inside
- Damp dusting air conditioner outer surfaces and blades
- Pulling out the book shelf and toy desk; in the waiting area, to sweep and mop behind it
- Cleaning all window sills
- Cleaning handrails **twice weekly**

Monthly:

- Wiping down the base boards and chair railings
- Wiping down the window shades with a damp cloth
- Vacuuming in the corners of the rooms at the floor and ceiling
- Pulling out school nurse desks to sweep/vacuum

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<p>Triage Room: Sanitizing of flat surfaces; seats: backs, arms, dividers, sanitize phones. Nurses will clean the baby scale and changing pad (Do Not Clean)</p> <p>Hallway Waiting Area- Sanitizing of seats: including backs, arms and dividers with disinfectant at the end of clinic sessions due to possible communicable disease client</p> <p>Treatment Room- Sanitizing of sinks, counter surfaces, outside of refrigerator, sinks, seats: backs, arms, and dividers, wiping down soap dispensers and hand towel roll dispensers; checking and refilling dispensers</p> <p>Physicians' Rooms- Sanitizing the sinks, counter surfaces, phones, sanitizing seats: including backs, arms, dividers, and examination tables, wiping down soap dispensers and hand towel dispensers; checking and refilling dispensers</p>	
<p>Clinic – AM - Mop before 8:00am & PM-before 1:15pm Sweeping, mopping and sanitizing all floors, Emptying of waste baskets and disposal of waste to receptacles in designated area</p>	<p>Weekly</p> <ul style="list-style-type: none"> • Cleaning the Maternal Health Clinic entry door with soapy water - outside and inside • Damp dusting air conditioner outer surfaces and blades

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<p>Trash Receptacles Emptying of trash receptacles and renewing trash can liners</p> <p>Twice daily – AM & PM</p> <p>Receptionist Office: Sanitizing the window and ledge where the clients and receptionist communicate, desk area, wipe down surfaces of cleared desk areas, wipe down tops of filing cabinets, wipe down fronts of filing cabinets, sanitize phones, Chairs: including backs, arms</p> <p>Bathrooms - Cleaning and sanitizing clinic bathrooms, mirrors, door handles, faucets, sinks, soap dispensers, toilet including flushing handle and baby changing table.</p>	<ul style="list-style-type: none"> • Cleaning all window sills • Cleaning and sanitizing telephones, light switches, door handles, water fountain outer surfaces • Vacuuming and dusting Maternal Health Reception and Maternal Health Coordinator’s Office every Friday morning • Cleaning and dusting handrails twice weekly <p>Monthly:</p> <ul style="list-style-type: none"> • Wiping down the window shades with a damp cloth • Vacuuming in the corners of the rooms at the floor and ceiling
<p>Waiting Room: Sanitizing of flat surfaces, cleaning of all door knobs, seats: including backs, arms, dividers, wiping down book case surface and child’s table and chair in toy area</p> <p>Triage Room: Sanitizing of flat surfaces; seats: backs, arms, dividers, sanitize phones. Nurses will clean the scale.</p>	

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Examination Rooms 1 & 2-

Sanitizing of sinks, counter surfaces, outside of refrigerator, examination table, seats: backs, arms, and dividers, wiping down soap dispensers and hand towel roll dispensers; checking and refilling dispensers

Physician Consultation Room-

Sanitizing the counter surfaces, phones, sanitizing seats: including backs, arms,

Clinic-

Bathrooms -

Cleaning and sanitizing clinic bathrooms, mirrors, door handles, faucets, sinks, soap dispensers, toilet **including flushing handle and baby changing table.**

Cleaning/sanitizing bathroom twice daily

Receptionist Office:

Sanitizing the window and ledge where the clients and receptionist communicate client desk area, wipe down surfaces of cleared desk areas, wipe down tops of filing cabinets, wipe down fronts of filing cabinets, sanitize phones, Chairs: including backs, arms

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<p>Waiting Room: Sanitizing of flat surfaces, cleaning of all door knobs, seats: including backs, arms,</p> <p>Triage Room: Sanitizing of flat surfaces, or sinks, seats: backs, arms, dividers, sanitize phones.</p>	
<p>CDC/STD Areas</p> <p>Clinic – AM - Mop before 8:00am & PM-before 1:15pm Sweeping, mopping and sanitizing all floors, Emptying of waste baskets and disposal of waste to receptacles in designated area Empty twice daily – AM before clinic & PM before clinic</p> <p>Bathrooms - Cleaning and sanitizing clinic bathrooms, mirrors, door handles, faucets, sinks, soap dispensers, toilet including flushing handle and baby changing table.</p> <p>Cleaning/sanitizing bathroom twice daily</p> <p>Examination Rooms 1 & 2- Sanitizing of sinks, counter surfaces, outside of refrigerator, examination table, seats: backs, arms, and dividers, wiping down soap dispensers and hand towel roll dispensers;</p>	<p>Weekly</p> <ul style="list-style-type: none"> • Cleaning the Maternal Health Clinic entry door with soapy water - outside and inside • Damp dusting air conditioner outer surfaces and blades • Cleaning all window sills • Vacuuming and dusting Maternal Health Reception and Maternal Health Coordinator’s Office every Friday morning. • Cleaning and dusting handrails twice weekly <p>Monthly:</p> <ul style="list-style-type: none"> • Wiping down the window shades with a damp cloth • Vacuuming in the corners of the rooms at the floor and ceiling

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<p>checking and refilling dispensers</p> <p>Waiting Room: Sanitizing of flat surfaces, cleaning of all door knobs, seats: including backs, arms, dividers, wiping down book case surface and child’s table and chair in toy area</p>	
<p>Clinical Laboratory Areas -</p> <p>Sweeping, mopping and sanitizing all floors, Emptying of waste baskets and disposal of waste to receptacles in designated area</p> <p>Trash Receptacles Emptying of trash receptacles and renewing trash can liners</p> <p>Disinfecting door knobs and telephones daily</p> <p>** Table/Lab bench tops and all equipment are not to be touched. **</p>	<ul style="list-style-type: none"> • Cleaning of sink daily • Delivering red bag waste to stores area as required • Damp dusting air conditioner outer surfaces and blades • Cleaning all window sills
<p>Oral Health Clinic –</p> <p>Operatories</p>	<p>Weekly</p> <ul style="list-style-type: none"> • Dusting computer and printer surfaces • Vacuuming and dusting every Friday

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<p>Dental assistants wipe clean the dental units and the countertops in their Operatories;</p> <p>AM - Mop before 8:00am & PM-before 1:15pm Sweeping, mopping and sanitizing all floors, Emptying of waste baskets and disposal of waste to receptacles in designated area</p> <p>Trash Receptacles Emptying of trash receptacles and renewing trash can liners</p> <p>Twice daily – AM & PM</p> <p>Cleaning office desks in the Operatories Disinfecting door knobs and telephones daily.</p> <p>Waiting Room: Sanitizing of flat surfaces, cleaning of all door knobs, seats: including backs, arms,</p> <p>Dental Lab Sweeping, mopping and sanitizing all floors,</p>	<p>morning.</p> <ul style="list-style-type: none"> • Dusting of window sills & doors • Damp dusting cabinets • Damp dusting air conditioner outer surfaces and blades <p>Monthly:</p> <ul style="list-style-type: none"> • Wiping down the window shades with a damp cloth • Vacuuming in the corners of the rooms at the floor and ceiling
<p>Kitchen & Staff Sitting Room -</p>	
<p>Cleaning and mopping of floor surfaces Cleaning of flat surfaces including table & chairs Cleaning of kitchen sink Unstacking dish drainer Disinfecting door knobs and telephones daily.</p> <p>Trash Receptacles</p>	<p>Weekly: Cleaning of refrigerator (Friday) Cleaning of stove Dusting of Window sills</p> <p>Monthly:</p> <ul style="list-style-type: none"> • Wiping down the window shades with a

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Emptying of trash receptacles and renewing trash can liners	damp cloth <ul style="list-style-type: none">• Vacuuming in the corners of the rooms at the floor and ceiling Bi-Annually - As Requested <ul style="list-style-type: none">• Polishing floors• Polishing doors of all Clinical Rooms• Cleaning/vacuuming behind the desks in the medical officers office• Cleaning the windows inside and out• Power wash court yard Annually - As Requested <p>Shampooing carpets Deep clean- scrub all public space hard floors.</p>

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Appendix B

CLEANING SCHEDULE FOR REGIONAL HEALTH CLINICS					
<i>Monday – Friday only excluding weekends and Public Holidays {up to one (1) hour daily 5p-6p}</i>					
Daily	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>DATE</i>					
Sweep & Steam Clean Floors					
Empty and remove trash					
Refill paper & soap dispensers					
Clean & Disinfect all bathrooms, counters, surfaces , door knobs, telephones					
Wipe off furniture					
Weekly					
Clean Refrigerator(s)					
Dust surfaces					
Clean outdoor spaces					
Monthly					
Clean windows inside and out					
Thoroughly clean furniture					
3 x Year (every 4 months)					
Deep clean/scrub all flooring					