

**ARROWHEAD REGIONAL MEDICAL CENTER
 ENVIRONMENTAL SERVICES/ LINEN POLICIES AND PROCEDURES
 2019-2022 Summary of Policy Revisions**

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
1001 v4				X	Approval Sheet	
1002 v2				X	Environmental Services Mission	
1003 v6		X			Organization Chart	Whole new chart with updated FTE count and structure.
1004 v3		X			Scope of Service - EVS	Major revision of verbiage
1005 v6		X			Work Assignments	Major revision of verbiage
1006 v4			X		Rules and Regulations	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
1007 v4			X		Key Control	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
1008 v5			X		Bed Status	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
1009 v4				X	Storage and Moving of Beds	
2001 v5				X	Job Description of EVS Manager	
2002 v5				X	Job Description - Assistant Manager - Environmental Services	
2003 v4				X	Job Description - Secretary I – Environmental Services	
2004 v5				X	Job Description – Environmental Services Supervisor	
2005 v6				X	Job Description – Environmental Services Custodian II	
2006 v3				X	Job Description – Environmental Services Custodian	
2007 v3				X	Job Description – Linen Attendant	

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2008 v3				X	Employee Orientation and Training	
2009 v3				X	Overtime	
2010 v3				X	Doctor's Appointments	
2011 v3				X	Leaving Work Early	
2012 v3				X	Work Performance Evaluation (WPE)	
2013 v3				X	Continuing Education	
2014 v3				X	ARMC Time System Correction Slip	
2015 v3				X	Medical Clearance	
2016 v4				X	Attendance and Tardiness	
2017 v4				X	Disciplinary Action	
2018 v3				X	Dress Regulations	
2019 v3				X	Employee Photo Identification Name Badge	
2020 v4				X	Employee Requests for Time Off	
2021 v3				X	Harassment, Sexual (Either Gender)	
2022 v3				X	Holiday Policy	
2023 v2				X	Sick Leave Policy	
2024 v4				X	Vacation Policy	
2025 v3				X	Meal Periods and Rest Breaks (Breaks)	
2026 v3				X	Personal Telephone Calls To/From Employees	

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2027 v4			X		Communication Systems	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
2028 v3				X	Reporting for Duty	
2029 v1				X	Job Description – Office assistant II – Environmental Services	
3001 v4				X	Environmental Services Performance Improvement Plan	
3002 v6				X	Quality Monitors	
4001 v5				X	Hazardous Materials and Waste – Departmental Management	
4002 v3				X	Hazardous Material and Waste Spills	
4003 v4			X		Hazardous Materials and Waste Training	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
4004 v6			X		Internal Bio-Hazardous Waste Management Plan Handling	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
4005 v4				X	Hazardous Materials and Waste – Manager of Environmental Services Responsibilities	
4006 v5				X	Hazardous Materials and Waste – Requests for SDS's	
4007 v5			X		How to Read an SDS	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
4008 v4				X	List of Chemicals Not to be Mixed	
4009 v5				X	Handling of Radioactive Emergencies	
4010 v6		X			Formaldehyde Spill Plan	Up for Deletion - copy of pol#

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						4009 and replaced/covered by Policy # 4002
4022 v2				X	Emergency Eyewash and Showers	
5001 v5			X		General Cleaning and Sanitation	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
5002 v3			X		Hand Washing	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
5003 v5			X		Infection Control – Environmental Services	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
5004 v3				X	Personal Hygiene	
5005 v3				X	Personal Protective Equipment (PPE)	
5006 v3				X	Exposure to Blood or Body Fluids	
5007 v3				X	Improper Disposal of Sharps	
6001 v4				X	Environmental Services Safety	
6002 v3				X	Body Mechanics	
6003 v3				X	Electrical Safety	
6004 v4				X	Equipment Safety & Condition	
6005 v4				X	Equipment Safety – Preventative Maintenance Operator	
6006 v5		X			Response for Environmental Services and Linen – Department Specific	Grammatical and verbiage changes and additions of service areas.

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6007 v3			X		Clean Linen Cart Delivery and Retrieval	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
6008 v4			X		Disaster Phone List	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
7001 v3			X		Scope of Service - Linen	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
7002 v4				X	Linen Room Cleaning	
7003 v5			X		Storage, Collection, and Transportation of Linen	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
7004 v5			X		Infection Control - Linen	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
7005 v5				X	Cleaning of Laundry Transport Carts	
7006 v3				X	Handling Clean Linen	
7007 v6			X		Handling Soiled Linen	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
7008 v4				X	Linen Distribution	
8001 v6			X		Cleaning Cart Set-Up	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.

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8002 v5				X	Cleaning Behavioral Health Unit – Occupied and Discharge	
8003 v7			X		Cleaning - Cardiopulmonary Department	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8004v7			X		Cleaning – Sterile Processing Department	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8005 v7			X		Cleaning – Clinical Laboratory	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8006 v7			X		Cleaning – Dining Room	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8007 v7			X		Cleaning Elevators	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8008 v7			X		Cleaning – Emergency Department	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8009 v6			X		Cleaning – Exterior Entrance Areas	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8010 v7			X		Cleaning – Interior Entrance Areas	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8011 v7			X		Cleaning – Examination and Treatment Rooms	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and

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						concise policy.
8012 v8			X		Cleaning – Labor and Delivery	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8013 v6			X		Clean Linen Room Cleaning	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8014 v7			X		Cleaning Locker Rooms	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8015 v7			X		Cleaning the Morgue	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8016 v7			X		Cleaning Nurse's Stations	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8017 v7			X		Cleaning Offices	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8018 v10			X		Cleaning Patient Room – Discharge/Transfer	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8019 v8			X		Cleaning Patient Room - Occupied	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8020 v7			X		Madaes Column Cleaning	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and

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						concise policy.
8021 v8			X		Cleaning – Pharmacy Department	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8022 v8			X		Cleaning – Radiology Department	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8023 v7			X		Cleaning – Rehabilitation Department	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8024 v6			X		Restroom Cleaning	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8025 v7			X		Cleaning Stairwells	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8026 v7			X		Cleaning the Surgery Department	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8027 v7			X		Supply Room Cleaning	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
EVS-8027.1 v2				X	Terminal Cleaning in the Surgery Department	
8028 v5				X	Baseboards	
8029 v5			X		Blinds	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and

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						concise policy.
8030 v5				X	Carpet Cleaning	
8031 v4				X	Cubicle Curtain and Drapery Cleaning	
8032 v3				X	Damp Wiping	
8033 v4				X	Doors and Door Jambs	
8034 v4			X		Dust Mopping	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8035 v3				X	Floor Finishing and Sealing	
8036 v3				X	Floor Sealing	
8037 v4				X	Floor Stripping	
8038 v3				X	Furniture Cleaning	
8039 v3				X	Cleaning Glass and Plexiglas (Pictures/Mirrors)	
8040 v3				X	Light Fixtures	
8041 v4			X		Cleaning Paper Towel Dispensers	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8042 v4			X		Cleaning Soap Dispensers	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8043 v7			X		Soiled Linen Room Cleaning	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.

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8044 v7			X		Utility Room Cleaning	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8045 v4			X		Spray Buffing Floors	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8046 v3				X	Stainless Steel or Metal Cleaning	
8047 v4			X		Cleaning Toilet Tissue Dispensers	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8048 v3				X	Vacuuming	
8049 v3				X	Vent Cleaning	
8050 v4			X		Cleaning Walls and Ceilings	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8051 v3				X	Waste Container Cleaning	
8052 v4			X		Cleaning Water Fountains	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8053 v4			X		Wet Mopping	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8054 v3				X	Wet Vacuuming	
8055 v4			X		Window Cleaning	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and

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						concise policy.
8056 v8			X		Cleaning of Newborn Nursery and NICU	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8057 v7			X		Cleaning - Delivery Rooms	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8058 v8			X		Cleaning of Pediatric Cribs	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8059 v8				X	Waste Removal from the MOB Building	
8060 v5				X	Waste Removal from Hospital	
8061 v7			X		Cleaning Ice Machines	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8062 v3			X		Cleaning – Cardiac Catheterization Lab Department	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8063 v6			X		Cleaning Refrigerators	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8064 v8			X		Cleaning and Arranging the Unoccupied Patient Unit	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8065 v4				X	Cleaning of Portable Commodes	

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8066 v5			X		How to Make an Unoccupied Bed	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8067 v3				X	Cleaning of the Tunnel	
8068 v6			X		Cleaning of Microwave Ovens	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8069 v5			X		Cleaning of Corridors	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8071 v3				X	Cleaning of Telephones	
8072 v3				X	Cleaning of Gray 12&16 Bushel Carts	
8073 v5			X		Cleaning of Lobbies and Waiting Rooms	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8074 v5			X		Sweep of Nursing Floors and Public Areas	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8075 v5			X		Cleaning Construction Areas	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8076 v6			X		Cleaning Auditoriums and Conference Rooms	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and concise policy.
8077 v4			X		Cleaning Pillars and Columns	Edits of grammatical errors and correcting the misuse of verbiage in order to provide a more clear and

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