

**ARROWHEAD REGIONAL MEDICAL CENTER
ENVIRONMENTAL SERVICES/ LINEN POLICY AND PROCEDURES MANUAL
2019 Summary of Policy Revisions**

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
1000		X			Table of Contents	Revisions
1001				X	Approval Sheet	
1002				X	Environmental Services Mission	
1003			X		Organizational Chart	Updated
1004			X		Scope of Services	Staffing to Census
1005			X		Work Assignments	"Lead" has been added.
1006				X	Rules and Regulations	
1007			X		Key Control	"Lead" has been added.
1008				X	Bed Status	
1019				X	Storage and Moving of Beds	
2001				X	Job Description-Manager of Environmental Services	
2002				X	Job Description-Assistant Manager of Environmental Services	
2003				X	Job Description-Secretary I, Environmental Services	
2004				X	Job Description-Environmental Services Supervisor	
2005				X	Job Description-Environmental Services Custodian II	
2006				X	Job Description-Environmental Services Custodian	
2007				X	Job Description-Linen Attendant	
2008				X	New Employee Orientation and Training/ Department Specific Orientation Checklist	

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2009				X	Overtime	
2010				X	Doctor's Appointments	
2011				X	Leaving Work Early	
2012				X	Performance Evaluations (WPE's)	
2013				X	Continuing Education	
2014				X	Automated Time Systems Correction Slip (White Slip)	
2015				X	Medical Clearance Policy	
2016				X	Attendance and Tardiness	
2017				X	Disciplinary Action	
2018				X	Dress Regulations	
2019				X	Employee Photo Identification Name Tag	
2020				X	Employee Requests for Time Off	
2021				X	Harassment, Sexual (Either Sex)	
2022				X	Holiday Policy	
2023				X	Sick Leave Policy	
2024				X	Vacation Policy	
2025				X	Meal Periods and Rest Breaks ("Breaks")	
2026				X	Personal Telephone Calls To/From Employees	
2027				X	Communications Systems	
2028				X	Reporting for Duty	

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2029	X				Office Assistant II	Add Job Description
3001				X	Environmental Services Performance Improvement Plan	
3002				X	Quality Monitors	
4001				X	Hazardous Materials and Waste Departmental Management	
4002			X		Hazardous Material & Waste Spills	Changed from MSDS to SDS
4003				X	Hazardous Materials and Waste Training	
4004				X	Internal Medical Waste Management Plan Handling Requirements	
4005			X		Hazardous Materials and Waste- Manager of Environmental Service's Responsibilities	Grammatical
4006			X		Hazardous Materials and Waste- Requests for SDS's	Grammatical
4007			X		How to Read a SDS	Grammatical
4008				X	List of Chemicals Not To Be Mixed	
4009				X	Handling of Radioactive Emergencies	
4010				X	Formaldehyde Spill Plan	
4022				X	Emergency Eyewash and Showers	
5001				X	General Cleaning and Sanitation	
5002				X	Handwashing (Hand Hygiene)	
5003				X	Infection Control	
5004				X	Personal Hygiene	
5005				X	Personal Protective Equipment	

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5006				X	Exposure to Blood or Body Fluids	
5007				X	Improper Disposal of Sharps	
6001				X	Environmental Services Safety	
6002				X	Body Mechanics	
6003				X	Electrical Safety	
6004			X		Equipment Safety & Condition	Address all equipment
6005				X	Equipment Safety Preventive Maintenance Operator	
6006				X	Emergency Preparedness- Response for Environmental Services and Linen	
6007				X	Clean Linen Cart Delivery & Retrieval	
6008				X	Disaster Phone list	
7001				X	Linen Room- Scope of Services	
7002				X	Linen Room Cleaning	
7003				X	Storage, Collection and Transportation of Linen	
7004				X	Infection Control- Linen	
7005				X	Cleaning of Laundry Transport Cart	
7006				X	Handling Clean Linen	
7007				X	Handling Soiled Linen	
7008				X	Linen Distribution	
8001				X	Cleaning Cart Set-Up	

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8002				X	Cleaning Behavioral Health Unit	
8003				X	Cleaning Cardiopulmonary Department	
8004				X	Cleaning Sterile Processing Department	
8005				X	Cleaning Clinical Laboratory	
8006				X	Cleaning Dining Room	
8007				X	Cleaning Elevators	
8008				X	Cleaning Emergency Department	
8009				X	Cleaning Exterior Entrance Areas	
8010				X	Cleaning Interior Entrance Areas	
8011				X	Cleaning Examination and Treatment Rooms	
8012				X	Cleaning Labor and Delivery	
8013				X	Cleaning Linen Room Cleaning	
8014				X	Cleaning Locker Rooms	
8015				X	Cleaning the Morgue	
8016				X	Cleaning Nurses' Stations	
8017				X	Cleaning Offices	
8018		X			Cleaning Patient Room – Discharge/ Transfer	Procedure change
8019				X	Cleaning Patient Room – Occupied	
8020				X	Cleaning Madaes Columns	

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8021				X	Cleaning Pharmacy Department	
8022				X	Cleaning Radiology Department	
8023				X	Cleaning Rehabilitation Services Department	
8024				X	Cleaning Restroom	
8025				X	Cleaning Stairwells	
8026				X	Cleaning the Surgery Department	
8027				X	Supply Room Cleaning	
8027.1			X		Terminal Cleaning in Surgery Department	Grammatical
8028				X	Baseboards	
8029				X	Blinds	
8030				X	Carpet Cleaning	
8031				X	Cubicle Curtain and Drapery Cleaning	
8032				X	Damp Dusting	
8033				X	Doors and Door Jambs	
8034				X	Dust Mopping	
8035				X	Floor Finishing & Sealing	
8036				X	Floor Sealing	
8037				X	Floor Stripping	

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8038				X	Furniture Cleaning	
8039				X	Cleaning Glass and Plexiglas (Pictures, Mirrors)	
8040				X	Light Fixture	
8041				X	Paper Towel Dispensers	
8042				X	Soap Dispensers	
8043				X	Soiled Linen Room Cleaning	
8044				X	Utility Room Cleaning	
8045				X	Spay Buffing Floor	
8046				X	Stainless Steel or Metal Cleaning	
8047				X	Toilet Tissue Dispensers	
8048				X	Vacuuming	
8049				X	Vent Cleaning	
8050				X	Cleaning Walls and Ceilings	
8051				X	Waste Container Cleaning	
8052				X	Water Fountains	
8053				X	Wet Mopping	
8054				X	Wet Vacuuming	
8055				X	Window Cleaning	

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8056				X	Cleaning Newborn Nursery and NICU	
8057				X	Cleaning the Delivery Rooms	
8058				X	Cleaning Pediatric Cribs	
8059			X		(Solid) Soiled Waste Removal from the MOB Bldg.	Grammatical
8060			X		(Solid) Soiled Waste Removal from the Hospital	Grammatical
8061				X	Cleaning Ice Machines	
8062				X	Cleaning Cardiac Catheterization Lab Department	
8063				X	Cleaning Refrigerators	
8064				X	Cleaning and Arranging the Unoccupied Patient Unit	
8065				X	Cleaning Portable Commodes	
8066			X		How to Make an Unoccupied Bed	Grammatical
8067				X	Clean the Tunnel	
8068				X	Clean Microwave Ovens	
8069				X	Cleaning Corridors	
8070		X			Cleaning Plaster Traps	Retired
8071				X	Cleaning Telephones	
8072				X	Cleaning Gray 12 & 16 Bushel Carts	
8073				X	Cleaning Lobbies and Waiting Rooms	

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8074				X	Sweep of Nursing Floors and Public Areas	
8075				X	Cleaning Construction Areas	
8076				X	Cleaning Auditorium and Conference Rooms	
8077				X	Cleaning Pillars and Columns	
8078		X			Operation of Wrangles 27 & 33 Front Brush Variable Speed Automatic Floor Machine	Retired
8079		X			Operation Of Lestronic II Automatic Battery Charger	Retired
8080		X			Operation of 2500 BP Burnishing Machine	Retired
8081		X			Operation of Colt 1450 with Front Mount Squeegee	Retired
8082		X			Operation of 20" & 1" Front Brush Variable Speed Automatic Floor Machine	Retired
8083		X			Operation of Mini edger Polisher/Scrubber	Retired
8084		X			Operation of Host, Liberator Extractor Vacuum System	Retired
8085		X			Operation of Eliminator 2000 High Pressure Washer	Retired
8086		X			Operation of Marshall 14" & 18" Vacuum	Retired
8087		X			Operation of Outlaw Back Pack Vacuum	Retired
8088		X			Operation of 20" Thoroughbred Buffer	Retired
8089		X			Operation of 1500 Electric Charger	Retired

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8090		X			Operation of Grouthog	Retired
8091		X			Operation of Pacer 30 Vacuum	Retired
8092		X			Operation Merit 13"	Retired
8093		X			Operation of Designer 4 Wet/Dry Vacuum	Retired
8094		X			Operation of Pony 20 SCA	Retired
8095				X	Mattress Management	
8096				X	Cleaning Computer Room Floor	
8097				X	Cleaning of Isolettes	
8098				X	Cleaning Nursery Open Cribs	
8099				X	Operation of Stock Chaser	
8100				X	Cleaning Baby Changing Tables	
8101			X		Bed Control Policy	Procedure change
8102				X	Definition of Policing	
8103		X			Operation of Advance Reel Cleaner	Retired
8104		X			Operation of Hydro Retriever 2800 & 3200 ride On Auto Scrubber	Retired
8105		X			Operation of Sanitec Sterilization Unit	Retired
8106		X			Operation of Advance Advolution Ride On Burnisher	Retired

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8107		X			Operation of Aqua Max - Battery Operated Carpet Extractor	Retired
8108		X			Operation of Aqua Clean- battery Operated Carpet Extractor	Retired
8109		X			Operation of Advance Adhancer Ride On Auto Scrubber	Retired
8110			X		Terminal Cleaning of Isolation Patient Room- Discharge/ Transfer	REFERENCES
8111			X		Terminal Cleaning of Occupied Isolation Patient Rooms	REFERENCES
8112		X			Motor Scrubber (MODEL- MS1000/ MS1000SH)	Retired